

Sweelinck “Hodie” Virtual Choir

Instructions for Recording Yourself

Please carefully read the following instructions, as there are some unique requirements to making a virtual choir look and sound good.

Step 1: Preparation

Step 2: Setup

Step 3: Recording

Step 4: Submitting Tracks

Step 1: Preparation

• Practice Music and Practice with the Guide Tracks:

- We will go over this in person, but all resources will be posted to the website.

• What to Wear:

- Please wear concert black and feel free to add a splash of festive color (could be a black shirt with a green or red tie or scarf or festive jewelry etc.) No tuxedos and avoid white.

• Choose Where to Record:

- Choose a plain background: a light colored blank wall is perfect. Avoid clutter and patterned walls.
- Choose somewhere with good lighting: We need your face to be well-lit! Natural light from windows, or even relocating a lamp or two can be really helpful.
- Choose somewhere quiet: So that we can use your voice to its full potential, silence nearby devices, turn off fans/AC units, and ask housemates to be as quiet as possible.

Step 2: Setup

- You are going to need **TWO** devices to make this work: a **RECORDING** device that you'll use to film yourself, and a **REFERENCE** device you'll use headphones with to hear/watch the guide track. The mic on the recording device should only be picking up your voice, not the guide track.

• Recording Device Setup:

- Please make sure your camera is oriented **horizontally**, not vertically.
- Prop it on something steady instead of holding it while you sing, and try to film at or just below eye-level.
- Try to be looking directly at the camera lens most of the time while you're filming
- **(SUPER IMPORTANT!)** Framing yourself: because of how I need to fit you into the virtual choir grid, **I need some extra space to work with above and below your head**. Please aim for the framing in the bottom right picture below.



Filming yourself:

- Keep video horizontal
- Leave a nice margin above your head
- Include your shoulders and upper torso
- Choose a simple background
- Keep face well-lit



• Reference Device Setup:

- Queue up the guide video for the song you're singing on with your headphones plugged in/connected. Prop it somewhere near your recording device so that your eyes don't have to move too far off-camera when you glance at it.

Step 3: Recording:

- **First:** Get in position with your headphones plugged into your **Reference Device** with the guide video for your vocal part cued up.
- **Second:** Press "record" on your **Recording Device**
- **Third:** Press "play" on your **Reference Device**
- **Fourth:** Clap when prompted and then smile and begin to sing along with me in your ear! Sing along all the way through to the very end of the track and smile at the camera for a few seconds at the end before stopping the recording.
- **Fifth:** if you felt like you nailed it, great job! If you need to re-record, don't worry about it, that happens to everyone.

Step 4: Submitting Tracks:

- The last thing to do is to send in your video! Please include your name and vocal part. There are multiple ways to turn in your tracks:
 - Send them with www.wetransfer.com (type in your email and send them to my email richardjhutton@gmail.com)
 - Upload the file to Google Drive or Microsoft One Drive and share with richardjhutton@gmail.com or richard.hutton@washoeschools.net respectively.