

## SUBMITTING VIDEO RECORDINGS FOR AUDITION

### 1. SUMMARY OF PROCEDURE

- Make the recording: with no edits or cuts and in one take.
- Upload the recording to a cloud storage platform of your choice.
- Prepare a link to be sent to the designated Trustee, ensuring that privacy settings have been set.
- Make a scanned (not photographed) copy of the playing part(s) of the music recorded.
- Complete the [form](#) that gives the applicant's details, the link to the saved video and the details of the music being played.
- Email the [form](#) and the copy of the music\* to the Trustee contact address.

*\* if the saved music takes too much data for emailing safely save this also in cloud storage and give details of the link on the form.*

### 2. THE RECORDING

#### Key points

- You can use any recording equipment you like; most smartphones have excellent cameras and microphones.
- Your aim is for the Trustees to be able to see the applicant and hear them clearly.
- The applicant and their instrument should be in view throughout the recording.
- The recording must be continuous.

You must submit a **video recording (not audio only)** and it must be **continuous**. No cuts or edits to the performance itself should be made, even if the applicant is performing more than one piece. All tuning, organisation of music, swapping instruments (e.g. treble to descant recorder, or from flute to piano), and so on should be included in the video.

Only **one camera** should be used (no cuts to different shots). You could, though, make more than one recording, which could be on different occasions, and send us the link to whichever you consider to be the best.

### 3. ADVICE FOR MAKING THE RECORDING

Balance the camera in a stable position with the camera lens at the height of a person's eyes if they were sitting watching the performer.

Make sure the camera is close enough so that the image frames the performer and their instrument as the main part of the video view.

Stage the performance in front of an uncluttered background – for example a plain wall or closed door; this ensures that the focus is on the performer.

Ensure that the performer is dressed appropriately to be seen on video by the Trustee panel.

Make sure the performer is lit well from the front. If there are lights behind them or they perform in front of a window they are likely to appear as a silhouette on the video recording.

Choose a quiet time and place to make the recording and make sure you will not be disturbed.

Please don't film in high definition. There is no need for this quality and you will end up with an unnecessarily large video file. If you are able to compress the file when saving this will reduce its size and is useful, but not essential, for files that will be viewed through links.

It is recommended that you record in mp4 format if possible, as this creates the smallest files and is better suited to uploading and downloading quickly. If your recording is in a different format and you are unable to convert it, please do still submit it.

Do one or more short test recordings first. In particular, test and adjust to get the best level of sound that will not distort in the loudest passages of the performance.

### 4. ADVICE FOR THE PERFORMANCE

**Woking Young Musicians Trust cannot be held responsible for any loss or injury incurred while recordings for submission are being made, and it is the responsibility of the applicant and/or their parent, carer or teacher to observe current social distancing guidelines.**

It is likely that in the current circumstances, unless an accompanist lives with the applicant, organising a **live accompaniment** may be difficult or impossible. We still expect the performance to have an accompaniment if the repertoire demands it, so we encourage the applicant or their representative to source a recording of good quality as a backing. The outcome of your performance will of course be affected by performing with a recorded accompaniment, but the panel of Trustees will take this into account. Please make sure that when recording the balance between performer and backing is appropriate.

If a professional accompanist is engaged, a suitable fee should be agreed prior to the recording; the Woking Young Musicians Trust is not responsible for this.

The applicant might like to begin with a short, spoken introduction to their performance, including their name and the piece(s) they are performing.

## **5. PROCEDURE AFTER SUBMISSION OF THE RECORDING**

After the deadline date the panel of Trustees will meet remotely to view recordings submitted by all applicants selected for audition.

Trustees will view recordings either online from the links sent by applicants or by shared screen and audio from a lead member of the panel. They will not need to download recordings to their computers.

Trustees will discuss the performances of all applicants called for audition. The panel may decide to contact an applicant to arrange to discuss their application further by video conferencing call.

The panel of Trustees will make written comments on applicants' performances, which will be sent to applicants within two weeks of the deadline date, together with notification of the result of the audition.

## APPENDIX: ADVICE FOR UPLOADING RECORDINGS

### IMPORTANT

Please do **NOT** send the recording itself to the Trustee responsible for applications. You should upload the file to the cloud platform you choose, share it and include the link on the [Video Submission Form](#).

Please do **NOT** use a video transfer platform such as WeTransfer as this will not allow the recordings to be played directly. We do not intend to download the video recordings.

A very common cloud storage service is OneDrive.

### Guidance for using Microsoft Windows: OneDrive

Many people will be using **Microsoft Windows**; if this is your situation and you have a fairly recent computer, there is a good chance you will already have an Outlook/Hotmail account offering **OneDrive** storage. OneDrive creates a copy of your 'Documents' folder on a server on the internet which is secure and only you can access it. There is plenty of information online if you need help.

1. Log into your Outlook/Hotmail account and go to OneDrive.  
You should see your files there. \*
2. Hover your mouse over the name of a file, you'll see three dots appear next to it.
3. Clicking on these will bring up a number of options; one of them is 'Share' which you should choose.
4. From there you should click on the option at the top for 'Anyone with the link can edit'.
5. This will open another window and you'll see that under 'Other settings' the 'Allow editing' box is ticked. You should click on this to **untick** it. This will ensure that no-one can change the file, they can only see or hear it.
6. You might also like to set an expiration date (if you do, make sure you give WYMT time to view your recording) and you could add a password for added security (if you do, then you'll need to send the Trustee responsible for applications the password separately).
7. When you're happy, click 'Apply'. This will take you back to the previous window.
8. Click on 'Copy link' and then 'Copy'.
9. You can then paste the copied link into the **Video Submission Form**.

\* If you don't have a OneDrive account, or can't find it, it's a simple matter to [create one](#) (click on this link for instructions).

There are other platforms to which your video files can be uploaded, e.g. **Google Drive** (see [here](#) for security information) or **Vimeo** (see [here](#) for security information). The principle of how files are uploaded and shared is similar whichever service you use. As long as the recording can be accessed by a link in an internet browser, it doesn't matter which you use.

The Woking Young Musicians Trust will limit access to your link strictly to those Trustees who need to have it for the purpose of the auditions.

We will view the recordings online and will not download them to computers.

Please check that your link works by sending it to someone and asking them to try opening it before you submit it to us.

**Please note that recordings of under 18 applicants should only be submitted by a parent, carer or teacher.**