



THE AFRICA-AMERICA INSTITUTE
Educating People | Connecting Worlds

FUTURE

VOICES

**AAI'S 36TH ANNUAL
VIRTUAL AWARDS GALA**

Tuesday, Sept. 22, 2020
Streaming 1pm ET/5pm GMT
6pm ET/10pm GMT

HONOREE/ PRESENTER TOOLKIT



WELCOME TO THE AFRICA-AMERICA INSTITUTE'S 36th ANNUAL AWARDS VIRTUAL GALA!
Future Voices: A celebration of today's changemakers to inspire the leaders of tomorrow

AAI's 36th Annual Awards Gala, is a virtual celebration designed to nourish the soul as we all face the uncertainty of the COVID-19 pandemic, historic economic challenges, and confront the legacies of structural racism. As we celebrate the changemakers of today and the many successes of Africa and Afro-descendants, we are delighted to include you as one of this year's honorees.

This toolkit should serve as a resource to help support your efforts in preparing a quality video for the virtual event. If you have your own communications team, we encourage you to utilize them to produce your video. However, if you plan to shoot your own video, we have compiled a list of recommendations and best practices for you to produce the best quality video.

Date: Tuesday September 22nd, 2020 1pm ET / 5PM GMT and 6PM ET / 10PM GMT event goes live.
All videos are pre-recorded.
Location: <https://www.aaionline.org/>
Format: Awards Gala
Important Deadline: Honoree videos due August 26th

SPEAKER READINESS

All videos will be pre-recorded and will be sent in for final editing. Please DO NOT include any lower-thirds or any graphics on the video. You will receive a personalized link for you to upload your final video.

RECOMMENDED METHODS TO PREPARE FOR VIDEO RECORDING

- Memorize your Speech.
- Use teleprompter software/app.
- Where possible, please use an external microphone
- Write/type script and place behind camera helping to keep eye level with the camera.
- If your using a mobile device such as a smart phone or tablet, make sure that the device is in a horizontal position and NOT in a vertical position.



EQUIPMENT

- You are invited to use a professional camera, lighting and sound should you or your communications team have these. However, the latest technology on your webcam/smart phone and/or laptop will suffice.
- If possible, please use an external microphone and test this along with your video source prior to your final recording.

Please keep the following in mind if you are recording on your smartphone:

- Use the camera on the back of your phone. The front camera's quality is not as good on most phones.
- Record in landscape mode (that is, horizontally instead of vertically). This will give you footage that looks good on larger devices, not just phone screens.

Should you wish to purchase an external webcam or lighting for your video, our recommendations can be found [here](#).

TELEPROMPTER TO USE

- iPrompter Pro - iOS
- PromptSmartPro- iOS
- Simple Teleprompter - Android Device
- Teleprompter Pro - Android Device

CAMERA ANGLE

Position your camera/webcam/phone at eye level while recording. Should you be using a smartphone camera you may need to invest in a tripod to bring the lens to eye level and ensure stability in the recording.

LIGHTING

Make sure you have a good source of light in front of you, to ensure the video quality is high.

WARDROBE

Do not wear all black or all white as those colors do not show well on video. Instead, please consider wearing neutral color tones.

MAKEUP

Consider making selections that compliment your wardrobe and create a balanced look.



RECORDING:

If you are recording on a laptop, please find below some suggested applications for recording.

For Windows:

Zoom: Open Zoom (sign in if necessary). Click on “new meeting”, then click “join with computer audio.” Turn the camera on, make sure that “enable HD” is checked in the video settings. Click record to begin. <https://www.youtube.com/watch?v=405uFA-lmro>

Camera app in Windows 10- Click on Cortana’s search box from the taskbar and type in the word camera. Then, click or tap on the camera app. To record videos with the Camera app from Windows 10, you first have to switch to video mode. Click or tap the video button from the right side of the app’s window. Then, to start recording a video with the Camera app, click or tap the video button again. Once you start recording a video, the Camera app displays a stopwatch on the bottom of the video, that tells you the time that has passed since you started recording.

For Mac:

Zoom- Same as above.

iMovie - <https://www.youtube.com/watch?v=yFN1Bei0MYk>

Quicktime - <https://www.youtube.com/watch?v=405uFA-lmro>

VIDEO SUBMISSION FORMAT

- Maximum Resolution: 1080p
- Minimum Resolution: 720p
- Frame Rate: 30fps or 24fps
- Maximum File Size: 550mbs- 1 gigabyte
- Minimum File Size: 250mbs-500mbs

Honoree videos due September 3

Please Note: All videos are pre-recorded, sent in for final edits, packaged and uploaded to YouTube to live stream Tuesday, September 22nd at 1pm ET / 5PM GMT and 6PM ET / 10PM GMT.

Best Practice Video Example

For additional guidance click [here](#).



EVENT SPECIFICATIONS

We have included a Release Agreement for your signature. Please sign the release and return to the event office as soon as possible.

If you can any questions, please call Paulette Scalamandre at

Event Office

Mobile: 347.543.3694

E-mail: paulette@glowglobalevents.com



HONOREE RELEASE FORM

CONTRIBUTOR / INDIVIDUAL RELEASE FORM

EVENT/ACTIVITY/PROJECT TITLE: AFRICA AMERICA INSTITUTE 36TH ANNUAL AWARDS VIRTUAL GALA

DATE OF EVENT/ACTIVITY/PROJECT: TUESDAY SEPTEMBER 22ND, 2020

This form is used to record the written consent of the person whose image is featured in conventional and digital photographs and/or analogue or digital film and whose spoken word is recorded in a separate or accompanying sound recording.

AUDIO/VIDEO RECORDING RELEASE

The Africa-America Institute (AAI), a nonprofit organization, intends to record my participation in the Africa-America Institute's 36th Annual Awards Gala on Tuesday September 22nd, 2020.

In exchange for good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I grant AAI and its designees the irrevocable right to use (including, without limitation, the right to translate and excerpt) and sublicense any such recording, in all media, whether now or hereafter known, and to use my name, image, likeness, and biographical information in connection with any such recording.

I release AAI, its representatives and its designees from any and all claims that may arise from participation in this event and from all uses of the recording authorized by this release.

I hereby acknowledge that I have read and fully understand this release.

INDIVIDUALS NAME _____

SIGNATURE: _____

ADDRESS: _____

TELEPHONE _____ EMAIL: _____

DATE: _____

Email this release form to the AAI Event Office to: paulette@glowglobalevents.com