

## OVERVIEW

When we present a speech, we receive written and verbal feedback. We also have the option of seeing and hearing how we present ourselves by having our speeches recorded by the Videographer. As the Videographer, you will record the person reading the objectives, the introduction by the Toastmaster, the Speaker's speech, as well as the Evaluation of the speech.

## IMPORTANT

For ALL functions, including being a Speaker, when you accept performing a meeting function you accept being responsible for your part of the meeting running smoothly.

If for some reason, you can not perform your function for a meeting, find a replacement early enough so that the meeting can run smoothly and inform the TM, GE, and TT Master ASAP.

If after your efforts, you can not find a replacement, inform the TM, GE, and TT Master ASAP.

## DAY OF THE MEETING

### BEFORE THE MEETING STARTS

1. Arrange ahead of time to be trained on how to operate the camera by one of our experienced members. If you are unfamiliar with the use of the camera, ask for one of them to sit near you, if possible, in case you experience a problem with the camera during the meeting.
2. Arrive at the meeting 15 minutes early, to help set up the video camera and become familiar with how it works. The camera is normally kept offsite by the Sergeant-at-Arms and the tripod can be found in the closet.
3. Find a suitable location for filming near the side or back of the room near a power plug, depending on layout.
  - o Assemble the tripod
  - o Mount the camera on top of the tripod.
  - o Plug the recharger cord into the wall, using the 3-pronged extension cord.
  - o Snap the power adaptor into the camera's battery slot.
  - o Turn ON the camera to make sure it's getting power
4. Ask each Speaker if they would like to be recorded. Let them know that the cost of the non-reusable DVD will be \$2.00.
5. Be sure there is a blank DVD available near the camera for each of the interested. Blank DVDs can be found in the three-drawer storage, which is usually stored in the lectern. If there are less than three DVDs remaining in the drawer after you remove what you need, please notify the Sergeant-at-Arms that more need to be purchased.
6. Label each Speaker's DVD with their name, date and Speech number.

## DURING THE MEETING - EXPLAINING YOUR FUNCTION

When announced by the Toastmaster or General Evaluator, say:

"Good evening Toastmasters and Guests. My role is to record the speech objectives, the speeches and their evaluations. When we present a speech, we receive written and verbal feedback. We also have the option of seeing and hearing how we present ourselves by having our speeches recorded, so that we can review it later.

I know that \_\_\_\_\_ and \_\_\_\_\_ would like to have their speeches recorded. Is there anyone else that would like his or her speech recorded? If so, would you like to purchase a blank DVD from the Club for only \$2.00? Thank you. Back to you Mr./Ms. Toastmaster / General Evaluator."

## DURING THE MEETING - FOR EACH SPEECH

- 1) Be sure the Speaker's DVD is ready for recording before the Toastmaster asks the first Evaluator to read the speech objectives.

**Note: If you are not ready to record, let the Toastmaster know, BEFORE the he/she asks the first Evaluator to read the speech objectives.**

- 2) Record from the time the Toastmaster asks the objectives to be read until the Speaker returns control of the meeting to the Toastmaster.
- 3) QUICKLY remove the DVD from the camera and insert the next Speaker's DVD.
- 4) Repeat for each Speaker.

## DURING THE MEETING - FOR EACH EVALUATION

- 1) Be sure the Speaker's DVD is ready for recording before the General Evaluator introduces the Evaluator.

**Note: If you are not ready to record, let the General Evaluator know, BEFORE the he/she introduces the Evaluator.**

- 2) Record from the time the General Evaluator introduces the Evaluator until the Evaluator returns the meeting to the General Evaluator.
- 3) QUICKLY remove the DVD from the camera and insert the next Speaker's DVD.
- 4) Repeat for each Evaluator.

## AFTER THE MEETING

- FINALIZE each DVD (so that they can be played on home DVD players).
- Deliver the DVD to each Speaker and collect the \$2.00 if you have not already done so. There is change for large bills available in the outside pocket of the camera case.
- Record the transaction on the current Videographer's Form and place the cash into the camera case's pocket.
- Help take down the video camera.