

## How to get the best out of your Zoom & Recordings Sessions



### RECORDING: Please read the following carefully

- a) Record in LANDSCAPE
- b) Use headphones so only you can hear the track
- c) Use two music stands if possible, one for your music and one for your device. If you only have one stand, make sure your device is propped up at an appropriate height to ensure people can see you.
- d) Try to have an uncluttered clear, neutral coloured background if possible.
- e) Please ensure you are not positioned with a window behind you, this will cause glare on screen. Having natural light in front of you usually gives the best picture.
- f) Ensure you take the video from a good angle so that we can **see you and your instrument**. Fill the screen.
- g) Give yourself at least 1m space between your instrument and your microphone/device. Maybe try recording your sound in advance to hear if there is any distortion and adjust your set up accordingly.
- h) If you play a smaller string instrument, please ensure that your whole instrument is visible.
- i) Brass instruments with front facing bells – try not to aim straight at your device as this can distort your sound. Aim the bell slightly to one side.
- j) Dress appropriately in clothing that you would normally wear to a rehearsal.
- k) No distractions. Please do not have other devices and make sure family members know you are online/recording.
- l) **Please play in tune.** Good intonation is critical. Please listen back to your recordings and redo them if any part is out of tune.
- m) **Please make sure all rhythms are accurate and exact.** This is also critical especially when we are trying to put your recordings together into a collage.
- n) **8 clicks are added** to the beginning of the songs. When you're recording, **count along out loud to the second bar** of 4 clicks. "one, two, three, four...."
- o) Upload your videos to Google Drive.
  - **NB\*\* NAME YOUR VIDEO: Instrument, Your Name, Song Name**
    - e.g. Clarinet 2, Anna Smyth, Think About Things.
  - When uploading your video, **you need to change the privacy settings**. Right click and select "get sharable link". Change from "restricted" to "anyone with the link can view"
- p) If you are recording a medley, we need it all in ONE take.

Send your video links to me [cboisharon@gmail.com](mailto:cboisharon@gmail.com) and to Sean at [smcmart@yahoo.co.uk](mailto:smcmart@yahoo.co.uk)

### ZOOM: In addition to the above.....

1. **What should you use to access Zoom?**

It is recommended that you use the Zoom app as using Zoom on a browser can be intermittent. Simply download the app to your iPhone, iPad, Android tablet or phone or for your desktop.
2. **Playing Space:** Set up your playing space exactly as you would for recording.
3. **\*\*\*Naming yourself on zoom:** Please ensure you are named in the following way on Zoom
  - **Full Name, Instrument e.g. Jane Hamilton, Violin 1**
4. **ZOOM FULL REHEARSALS:** Your microphone will be automatically set to mute. Please keep yourself muted and use the chat function which will be monitored throughout a session.
5. **ZOOM SECTIONALS:** When it comes to playing in a sectional, muting your microphone may be necessary. As with the whole group sessions, using the chat function is preferred if the conductor/tutor has everyone on mute.
6. **NOTE: No recording.** Players are not permitted to record any zoom sessions. CBOI may be recording centrally.