

### Virtual Competition Filming Guidelines

Here are some guidelines that will help you capture the best possible footage of your team's performance for virtual competitions.

#### Videos must be filmed within the designated filming window for your event.

This window begins the **day you receive the Keyword**. Your video must be filmed by the **upload day**, which is the official Varsity TV upload day. We recommend you film PRIOR to the official upload day.

#### Keyword & Template

- The KEYWORD is a word or set of words that must be written on the KEYWORD Template outlined below and displayed on camera before the routine begins.
  - The keyword will be specific to the event. Any videos that do not contain the appropriate keyword will be disqualified.
- Once the filming window is open, the **registered coach** will receive a keyword and PDF Template via email that must be printed and filled out legibly in a dark pen or marker. The keyword will also be available in the event BAND during the recording window.
  - A team member or coach must hold up the filled-out Template in front of the camera for 5- 10 seconds before the routine begins.
  - The information on this Template will ensure that the judges are judging the proper team.
  - Routines submitted without the Template will be disqualified.

#### Recording Requirements

- Any camera type is acceptable, no need to buy special equipment. We recommend filming in the standard quality your camera will produce, 4K videos are not accepted.
- Video footage must be submitted in .mov or .mp4 format. Other formats will not be accepted.
- Cell phone footage must be recorded horizontally.
- Camera or cell phone must be stabilized; we recommend not holding by hand. Camera view must remain consistent; do not zoom in or out.
- All videos must be recorded in a single take. Edited footage will not be accepted. Footage may not be edited to add in the KEYWORD template, introduction card, program logo, etc.
- Record with audio on. Do not remove the audio from your video before uploading.
  - You will have the option to indicate if you own the synch rights to your music and turn the audio on or off on the uploader itself.
  - Your video will get stuck in transcoding if you manually remove the audio prior to uploading.
- The camera should be set to view all 4 corners of the floor.
  - If your space does not allow for all 4 corners of the floor to be captured, then set your camera to capture as much of the floor as possible to be sure that all skills that you want counted in your score are in full view for the judges to see.
  - If there are structural objects in your space (support poles, for example) that may obstruct the view of the judges, be sure that all skills are performed within view for the judges to see.
  - In order to maintain fairness and consistency, any skill that is not visible in the frame or occurs behind a structural object will be treated as if it did not happen and it will not be scored.