

# Maria de Boer CHANGEMAKER AWARD

## Tips and Tricks for Creating a Video or Audio Clip

### For Your Nomination – What to Say

- Please include an introduction with this information:  
“Hi, my name is [say your name] and I am nominating [say the name of the person you are nominating] for the Changemaker Award.”

### Before You Hit “Record”

- It can be helpful to write down some points that you would like to say
- You don’t need to write a whole script. A few talking points will help you to stay in the time limit of 2-3 minutes to talk about the person you are nominating
- Practice saying it loud and use a timer so you can check how long your message is
- Countdown from 10 to 1 before you hit record. This will give yourself time to get ready for you start talking

### Lighting

- Find great lighting – we suggest that you record your video in front of a window for the best natural look, if you can. Make sure the light is coming from the front, not behind
- If you don’t have natural light, you can turn on other lights where you are recording

### Video Setup

- You can record your video or audio clip using a computer, camera or cell phone
- Make sure that whatever you are using to record is at eye level – that way, you aren’t looking up or looking down too much
- Find a comfortable seat and look into the camera when you are talking, if you can
- If you have someone that can help you get things set up, that’s great!

### Audio Setup

- Limit background noise and find a quiet place to record your video or audio clip
- Do a test recording and play it back, so you know how it looks and sounds

### Submitting your Video or Audio Recording

- Please name your file using this format: Changemaker Award – [your name] nominates [the name of the person you are nominating]
- Here’s an example: Changemaker Award – Maria nominates Sally

**If you have any questions, please contact Laura Brown  
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