

KATY MUSIC TEACHERS ASSOCIATION

A Guide to Making Audio Visual Recordings for Online Recitals & Events

Environment

- Please make sure the room to be used is quiet and brightly lit during recording session.
- Please record at a recently tuned acoustic piano (if possible) with all 88 keys working properly. A full-size electronic piano with weighted keys is acceptable if approved by your teacher.
- If instrument is sounding bright, please place a light throw or blanket near or over the piano to absorb the sound.
- Please make sure music books, knick-knacks, or other items within the camera frame are placed tidily.

Setting

- Decide if you plan to record from —
 1. *the right-side profile*, where the student's right hand and upper register of keyboard is closest to the camera. Capturing the sound from the right side usually highlights and helps bring out the melody of the piece. Or,
 2. *from a top view of the hands*, where only a partial keyboard and the hands are shown.
- Please place your recording device at landscape mode.
- Keep recording device still while recording — preferably with a stand securely holding the recording device. Or, holding the device with your hands is fine if you can remain still during the entirety of the piece.

Musical Excellence & Etiquettes

- If recording more than one piece for an event or recital, please record one piece at a time.
- Student should be well prepared when attempting to make the first recording.
- Avoid making 3 to 4 recordings or having many “tries” of the same piece during one sitting. Two to Three “takes” should suffice if student is well-prepared.
- If student is not pleased with the result of first few recordings, please have student take a break, and re-record at a different time of the day, or the next day, when student is well-rested and refreshed, and warmed-up.
- Please DO NOT edit the video. **Special effects** (emoji stickers, add-ons) are **not desirable**. Please refrain from including applause at the end of the video. The video should come across as credible, authentic, and professional to listeners or adjudicators. Any add-ons and extra effect would take away from the focus, integrity, and artistic presentation of the piece by student.
- Depending on the occasion, your teacher will recommend with discretion whether to take a bow before and after the piece. (Usually bows are graciously taken only if there is applause.)

Student Attire

- Student should dress appropriately while making a recording for an event or recital.
- Please adhere to KMTA's Performance Guidelines for attire:
 - **Girls** should wear dresses or skirts that cover the knees when sitting at the piano, or "dressy" pants
 - **Boys** should wear slacks and a button-type shirt. Ties, vests, or jackets are also appropriate.
 - **Inappropriate Attire includes:** shorts, jeans, athletic or tennis shoes, platform shoes, T-shirts, miniskirts, "sweats," or anything that exposes a bare midriff

Submission of Recording(s)

- Parents, your teacher will indicate the best method to submit file(s) to him/her — via Email, Text Messages, Google Drive, or Dropbox. Please make sure your teacher grants approval of your recording.
- The video recording should be labeled in this order: "Composer, Title, Student's Name."
- Parents will decide whether to enter the student's full name (first name followed by last name), or partial name (first name with a last name initial) for **online student privacy protection**. How the student's name is entered **upon submission** will determine the specific information displayed at the virtual recital or event on YouTube or other online platforms.
- Submission procedure —
 1. Parents and students are recommended to submit visual recording(s) to his/her respective teacher.
 2. Teachers are responsible to complete final submission of visual recording(s) to Event Chair. The Event Chair will indicate the best method for video sharing and submission — via Email, Google Drive, or Dropbox.
- Teachers serve as a communication liaison between the Event Chair and participating families if audio or picture quality of the video recording needs to be improved upon; as well as if student needs additional preparation improvement before submission period is closed.
- The Event Chair reserves the right to request a new recording if sound or picture quality isn't clear, or if the content needs to be improved.

Student Privacy Protection

- Every student who is planning to participate at a KMTA virtual recital or event is **required** to have his/her parent fill out a **KMTA Online Video Parent Consent Form** electronically.
- Teachers, please be certain the necessary consent form(s) are filled out correctly for participating student(s) in your studio. One consent form is required per participating student for each virtual recital or event.