**2015 Teacher Leader Summit Opening Video**

This year’s Teacher Leader Summit opening ceremony will include a video showcasing a few of the outstanding accomplishments of teachers and students from around the state. We hope that you will consider taking this opportunity to celebrate the hard work and achievements of your classroom or a colleague’s classroom.

For an example of what this video will look like, please view the [2014 Summit opening video](https://www.youtube.com/watch?v=jAWUPRuVxBE).

Please follow the instructions and guidelines below very carefully to ensure that your video meets the requirements. Please note that though we sincerely wish we could recognize the countless accomplishments of every Louisiana educator, due to time constraints, the Department will not be able to include every video that is submitted.

**Videos must be emailed to** **louisianateacherleaders@la.gov** **by Friday, April 24.**

[Video instructions](#instructions)

[Video tips](#tips)

[Parent/Guardian Interview and Photograph Release form](#consent)

**Video Instructions:**

1. Use your smart phone to take a video of a student, teacher, principal, coach or district staff person answering ***ONE*** of the following questions:
	1. (student) **How have you grown the most this year?**
	2. (all) **What academic/school-related result are you most proud of this year?**
	3. (Teacher Leaders) **Why are you proud to be a Teacher Leader?**
2. **Each video must be *no longer than* 20 seconds.**
3. Parents/guardians must sign the [consent form](#consent) below. You must scan and email these forms to louisianateacherleaders@la.gov along with your video. We will not be able to include interview clips of any minors who do not have signed consent forms from their parents/guardians.
4. In your email to louisianateacherleaders@la.gov, please include the first name, last name, district, school, role and brief description of each person in your video. List them in the order that they appear in your video.
	1. *Example: John Smith, St. James Parish, A+ Elementary School, 2nd grade student, wearing a blue striped shirt. Jane Jones, Bossier Parish, Apple High School, 10th grade geometry teacher, wearing a red sweater.*

**Important Tips:**

*Please note that we will not be able to include videos that do not reflect these guidelines.*

1. **Shoot horizontally.** Most people are accustomed to holding their cell phone handset vertically, however, video recorded like this doesn't look very good when it's replayed on a horizontal screen. Once you've launched the video camera, hold the camera horizontally the whole time.
2. **Only have one person on camera at a time.** It is much better to get a close-up shot of one person than it is to have a panel of people responding all at once.
3. **Get close.** Since most mobile phones do not offer an optical video zoom feature, you'll need to move closer to your subject to ensure your subject is clearly visible on the video. This also helps your viewers know exactly what the subject of your video is, since video that's shot in widescreen can be confusing and filled with numerous subjects that distract from your main point.
4. **Good audio is key.** It is important to take steps to record high-quality audio. Unfortunately, the built-in microphone used by the video program in most smartphones is not very high quality and is susceptible to recording wind and other ambient noise. Record your video in a quiet place and ask your participant to speak loudly, slowly and clearly so they can be understood.
5. **Hold your phone very steady.** As with all cameras (both still and video) a steady hand is the key to achieving a shot that's free from blurring and distortion. Grip the phone with both hands when recording video, taking care to avoid blocking both the camera and the onboard mic with your fingertips. Better yet, consider resting your phone on a table to help add stability. You also can purchase a small tripod that will help steady the camera.

**CONSENT FORM**

Print, sign, scan and email this form to louisianateacherleaders@la.gov along with your video.

**Interview and Photograph Release Form**

**Fill out the appropriate information in the blanks provided**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of parent/guardian), have the authority to grant and as evidenced by my signature below, do hereby expressly grant any and all permission(s) that may be necessary, needed, or desired to allow the image and voice of my minor child or children to appear in photographs/videotapes/audiotapes that may be published by State of Louisiana Department of Education, or in video and/or audio format, and/or hard copy publications, and/or on its Web site (http://www.louisianabelieves.com/). I understand that any such appearance does not and will not constitute any type of “employment” or “agency.” I further understand that there will be no compensation for any such appearance or any future usage of any intellectual property containing the voice or image of my child or children.

I also understand that the copyright of which will be held by the Louisiana Department of Education. This copyright includes any and all rights to include the work in present and in any future publications of the State of Louisiana Department of Education, in any format or media, and to grant permission for its use in outside publications.

As such, I relieve and hereby agree to hold the Louisiana Department of Education free and harmless from any and all liability arising out of the interview or photography session and subsequent publication or broadcast. I understand that any interviews or photographs that may capture the image or voice of my minor child or children’s will therefore be done with my full consent to the news organization referenced above and so assume full responsibility.

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent or Guardian)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Child)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Witness)