‘A Moment of Us’ Staff Video Filming Guidelines

Thank you for taking part in KeepingWell NCL’s ‘A Moment of Us’ staff video project! We hope this project helps health & care staff and teams to take a well-deserved moment for ‘us’ this year - whether they are in the film or watching it.

Please read the filming guidelines below carefully, especially the video requirements, to ensure that your clip can be included in the final video.

## Filming your clip

**Take a moment to reflect, by yourself or with your team. What are you proud of this year? What challenges have you overcome? What have you learned, about yourselves or your role? What is worth celebrating about you, just as you are?**

We don’t mind how you present or share your experience/achievement with us. The clip can be fun and celebratory or more reflective, and you can be creative as you like:

* Potential examples: Walking through your workspace, a team saying it together, holding up a sign, using sign language or another language you use in your work – anything that relates to you or your team.
* If you don’t want to have your face shown but still want to send us your experience, please consider using a sign, stop-motion animation, or other creative solution!

# Submitting your clip

**When you have recorded your perfect take, please email your clip to** **keepingwellncl@tavi-port.nhs.uk** **with ‘A Moment of Us – Staff Video’ in the subject line.**

**Deadline for submission: 7th January 2022**

# Video requirements

1. The clip should last 5-15 seconds. We will intend to use the whole clip in the final video, however it may fade out or be cut short for editing purposes.
2. Please film videos horizontally to help with the editing process.
3. Please ensure that the video and audio is clear.
4. If using another language, please provide a full transcript in your email.
5. We would love to give everyone who has taken part in this project the credit they deserve. Please include your name, team, and organisation in your email. We will include this information in the credits at the end of the video.

If you would prefer your contribution to stay anonymous, please let us know in your email.

1. The final video will be posted on the KeepingWell NCL website for other NCL health and social care staff to watch, so please only film what you feel comfortable sharing.

# Consent

By sending a video, you and any persons in the video clip are giving consent for the KeepingWell NCL Hub to use this footage in their ‘A Moment of Us’ video. The footage will not be used in any other projects without the KeepingWell NCL team obtaining explicit consent.

# Any questions?

Get in touch! You can email our team at keepingwellncl@tavi-port.nhs.uk