

## Christmas with Wartburg - “Night of Silence” Instructions for Recording

**Submission Deadline: Sunday, November 1**

### What you’ll need:

1. A computer (for playing the guide audio).
2. An iPad or smartphone (for recording your performance video).
3. A pair of headphones.
  - a. Small, in-ear headphones are preferred.

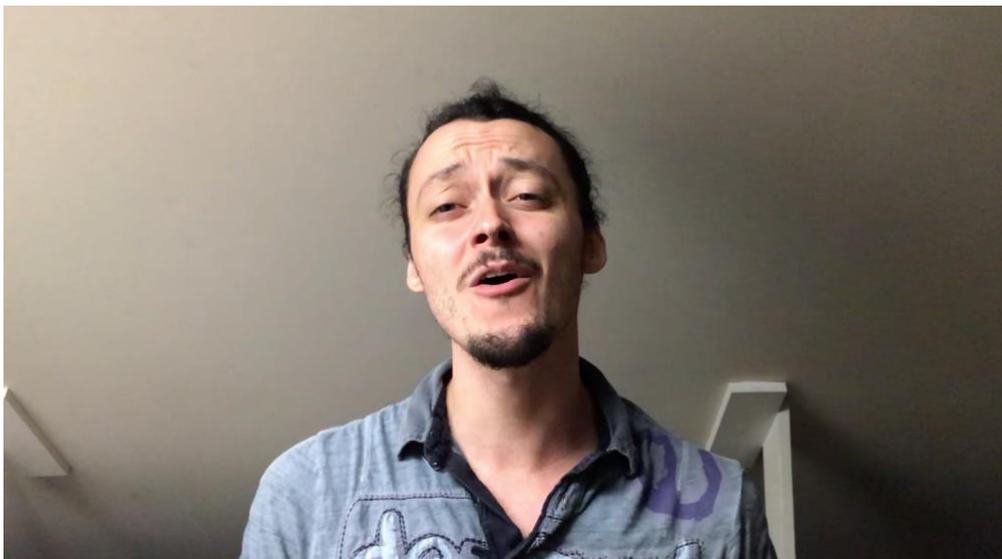
### How to get set up:

To get ready to record, the first thing you’ll need to do is download the guide track to your computer. The guide track for Night of Silence, can be found at this link:

<https://www.dropbox.com/s/xjszavg1enrj8at/Night%20of%20Silence%20Guide%20Track%20%28for%20Individuals%29.wav?dl=0>

Once you have downloaded the guide track, open it and listen to it on your computer with your headphones plugged in. **You will be singing the melody of Silent Night.** It will begin with a count-off (*1, 2, 3, 4, Clap!*), followed by the live recording of the piece. It will start roughly four measures before your entrance! Make sure that your computer is set up in a place where you will be able to listen to it comfortably while recording, and that the volume is at a comfortable volume. When this is done, rewind the track to the beginning.

The next step is to prepare your iPad/smartphone to record your performance. The ideal set-up is to have your phone placed at face-height, a few feet away from you, oriented in **landscape mode** (widescreen), such that your whole face is captured in the frame with a few inches of space on each side. Here’s an example of how it should look:



Please make sure your face is well lit (from the front) and that the phone is placed on a stationary object, rather than holding it. While there are no dress code requirements for your recording, we invite you to choose attire you might wear to a performance of Christmas with Wartburg, such as your favorite holiday or Wartburg apparel!

Next, please make the room as quiet as possible. If there are any fans, heaters, or air-conditioning units in the room, please turn them off. Recording outside is generally discouraged because of the added ambient noise.

Lastly, please take a demo video of yourself singing (30-60 seconds will do) and watch it back. Is your whole face captured in the frame? Can you hear yourself clearly? Are there any visual distractions or extra sounds you should address?

When you've done a demo video and everything looks and sounds good, you are ready to record!

### How to record:

1. Hit **record** on your iPad/smartphone to start the video recording.
2. Hit **play** on your computer to start the guide track.
3. With the audio playing through your headphones, listen for the count off at the beginning. You will hear four hi-hats, (1, 2, 3, 4) and then you will **clap** once in unison with the snare drum hit. *This clap is an important part of the process and should not be skipped. It will be used to sync the videos during the editing process. Without the clap, we may not be able to use your video.*
4. When the live audio begins, you are ready to sing Silent Night!
5. Please wait at least ten seconds after the guide track has ended before turning off your video (we want to leave a little time to fade out when the video is done!).

### How to submit your videos:

1. Transfer your videos over to your computer.
  - a. Transferring your videos from an iPad or iPhone to a Mac computer is most easily done through [airdrop](#).
  - b. Transferring your videos from an iPad, iPhone, or an Android to a PC is easily done through [the Windows Photos app](#).
  - c. Transferring your videos from an Android to a Mac can be done through [Android File Transfer](#).
  - d. You can also email the videos to yourself from your phone.
  - e. Another option is to save your videos using the Google Drive app, and then download them to your computer.
2. Rename your video files to include your voice part and name.
  - a. Your file should be formatted as follows:
    - i. **NIGHTOFSILENCE\_\*VOICEPART\*\_\*NAME\***
  - b. So, if your name is Annie and you sing soprano your file would read:
    - i. **NIGHTOFSILENCE\_SOPRANO\_ANNIE**
  - c. Likewise, if your name is Ben and you sing bass your file would read:
    - i. **NIGHTOFSILENCE\_BASS\_BEN**

3. Upload your file to this link by **Sunday, November 1**:  
<https://www.dropbox.com/request/5lQJTyG3ujb5uxdoRmZH>
  - a. Please, only upload one video submission. If you recorded multiple, choose your favorite, and submit that one!

Once the files have been uploaded, you're all done. Thanks so much!