NSC Divisions “Safety Shorts” Video Series Guidelines

The NSC Young Professionals Division is proud to host a video series aimed at those new to the safety profession, whether fresh from college or several years into a career but new to safety. Launching in the summer of 2018 and available for view on social media, this video series aims to both answer questions common to new safety professionals and provide deeper sessions on safety topics by professionals across industries.

NSC Young Professional Division invites individual safety professionals from all industries to submit a proposal for use in this series. Accepted proposals will be from those who are personally passionate about their topics, regardless of their current employer or employment status. Presenters will submit proposals via an online form on nsc.submittable.com. Video samples can be submitted with the proposal or following approval of the topic.

Once your proposal is accepted, presenters create a five-minute video and submit it to our system. After you submit your final video we will work with you to coordinate posting times.

Script considerations:
• Plan your remarks – planning helps to ensure a smooth flow through your topic
• Rehearse – but not too much – Rehearse your planned remarks once or twice so you can develop a conversational cadence, validate your talking points and identify any wording changes that will enable an easy speaking flow.

Production considerations
When using a camera, smartphone or PC for your video, use the following guidelines:
• Use a quiet room – no music, phones or loud ventilation
• Be sure you have a room with ample lighting; avoid light coming from behind
  - Multiple sources are best to avoid harsh shadows on your face and/or backlighting (where your features disappear due to the brightness of the background)
• Find a simple, non-distracting background
  - Avoid shooting in front of a window, TV, white wall or a bright lamp

Subject
• Plan the frame of your shot – the speaker’s eyes should be about 1/3 of the way down the screen and shot level with the subjects’ eyes
• Know where the mic is on your phone or PC – and make sure it is not covered
• If you are the speaker, the camera/phone should be 2-5 feet from your face to make you prominent and ensure you are getting clear audio
• Wear bright, solid colors – avoid an all-white shirt/top
• Be natural – speak with your hands if it’s natural for you, move around a bit if you need to and smile

Production
• If you have a camera operator, s/he should be still and quiet and smoothly guide the camera to follow you. This is likely to get the best results.
• If you use a smartphone:
  - Consider a tripod and lapel mic. Other equipment would be a smartphone connection cable and an audio extension cable
  - Switch the phone to airplane mode
  - Hold the camera horizontally (landscape)
  - iPhone has a tap-to-focus feature – it will continuously lock focus on the subject, in addition to other features to help exposure and color balance
• NSC production staff can edit out bits of direction and other blips like...“Ok, go. Start now. Ok, stop, that was great”
• Send a test clip – we can help you with your space, your wardrobe, your angles/lighting. Sound quality is virtually impossible to improve after shooting – it’s worth it to film a test to see if you need a lapel mic

We appreciate your sharing your passion for keeping each other safe and look forward to showcasing your video to inspire others.