



Thank you for your interest in creating a video! We are so grateful for your willingness to use your time and talent to provide much needed emotional and mental health support during this time. The intent is to have these videos reach individuals throughout our communities, encouraging them to take five minutes to relax and recharge. Because we all renew in different ways, video content can range from easy movement, yoga, meditation, mindfulness, and prayer to activities like dance, music, art and beyond.

### Requested Elements for Your Video

**Introduction** – At the start of your video, please say “Welcome to Take 5 Monroe” and introduce yourself including your name, title and/or your business as relevant, etc.

**Family Friendly Content** – Many families will be watching our videos together, so please make sure music, language, dance movements, etc. are appropriate for all ages.

**Five Minute Videos** – Make the entire duration of the video approximately five minutes.

### Quick Video Tips

**Cell Phone Videos** – If using a cell phone to record your video, turn your phone on its side to take the video in landscape mode (horizontal) vs. portrait (vertical).

**Sound** – This is the most important part of your video. You’ll want to find a quiet spot without background noise. Be loud enough so your mic picks up your voice. If you plan to move around, you may consider using headphones with a mic. Do a practice test video to make sure you are easy to hear and understand.

**Lighting** – Find a well-lit area so you have plenty of light in your video. Natural lighting is best, so try to take your video in front of a window. Avoid having bright lights or windows behind you, as that will cast a shadow on your face. Recording a video outside is also an option.

**Simple, Clutter-Free Backgrounds** – Find a clean, simple background for your video like a plain wall and avoid having clutter.

**Language** – Use beginner level language and make the information easy for anyone, as many may be new to these activities.



### Upload Your Video At This Link:

<https://ccsi.sharefile.com/i/ibabb4d6489a4321b>

The committee will review your video and may request a 2<sup>nd</sup> recording if needed. The videos will be hosted on the [Coordinated Care Services, Inc. \(CCSI\) website](#).

Contact Korine Sherry [KSherry@ccsi.org](mailto:KSherry@ccsi.org) with your name along with any other information you’d like us to share with your video. She can also answer any questions.