



PNM Introduction Video Submission Guidelines 2022

The instructions below will provide information regarding PNM Videos in the following areas:

1. Content
2. Submission Guidelines
3. Filming Instructions
4. How to Upload

Please read all the instructions below before recording and submitting your video. The link to submit the video can be found at the end of this document. At the end of these instructions you will find two sample videos to view for reference.

1. Content

Due to the virtual nature of Round 1 of Primary Recruitment 2022, all PNMs are required to submit a 90-second video to introduce themselves to our 18 chapters. **Please begin the video by stating your full name, hometown (city and state), grade (based on years of college attended, not by credits) and your major.** Then, please select and respond to 2-3 of the prompts listed below:

- What accomplishment or involvement experience of yours are you most proud of?
- Tell us about something you're passionate about.
- What values do you look for in friendship?
- Who are you most inspired by and why?
- How would your best friend describe you? How would you describe your best friend?
- Tell us something about yourself that someone might be surprised to learn.
- What's the best piece of advice you've ever received?
- Why are you interested in joining a sorority?
- Where do you hope to be when you graduate from UF?
- Is there a personal experience that changed the way you view the world?
- What is something you want to learn during college, whether is it a hobby/skill/mindset.

Our chapters are excited to get to know you better through these videos, so please remember to be yourself! We recommend that you wear something that is appropriate and that you feel comfortable in! A nicer shirt or dress similar to what you'd wear for Round 2 is perfect.

2. Submission Guidelines

1. Videos must be no longer than 90 seconds (one and a half minutes)

2. Backgrounds should be neutral (see below for more specific instructions)
3. Videos should only feature the PNM (no other people, pets, props, etc. may be present)
4. PNMs may not produce or edit the video themselves or hiring a third party (see end of instructions for sample videos)
5. All videos must be submitted by **August 5 at 11:59 P.M.**

3. Filming Instructions

1. Orientation:

Orient your recording device horizontally (see picture below) to ensure that your video is properly displayed on a viewer's screen.



2. Stabilization:

Be sure that your video is steady as you film - avoid shaking or moving the camera while recording. The following are three recommendations to ensure that your video remains steady:

- a. Have a family member or friend record the video for you
- b. Use a stack of books or other stable items to prop up your device while you record
- c. Record on a computer so it is self-stabilizing

3. Framing:

Be sure to frame the camera so that there is a full view of your face as you are speaking. Don't cut off your head in the frame or place the camera too close, and make sure that the camera is in focus for the duration of the video.

4. Background:

Pay attention to the background of your video. A simple background with minimal distractions is ideal. You may not use a virtual background or green screen to record your video. Your background does not need to be a single color, but try to avoid:

- a. A cluttered/messy background (clothes on the floor, junk piled up, etc.)
- b. A background that is too bright (see lighting)

5. Lighting:

Try your best to keep all lighting in front of your face. Lamps and natural lighting work best.

- a. Avoid bright windows or lights behind you.
 - b. Avoid the sole/excess use of overhead lighting; instead rely on natural lighting or a lamp in front of you for the best results
 - c. Test the lighting before recording to make sure that there aren't obvious shadows covering your face
6. Audio Quality: For the best quality audio, be sure to record in a quiet setting and sit/stand about four feet from your recording device.
- a. Try to keep your face pointed toward the camera for the entire 90 seconds, as turning away can lower the volume of the recording.
 - b. Turn off any excess noise (TV, radio, fan, etc.) when recording, as this sound can be audible in the background and may distort your voice.
 - c. Please refrain from recording the video outside, as wind/animals/external noises may distort the audio quality.

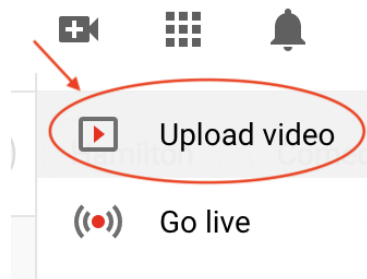
4. How to Upload

Your video will be sent to the Panhellenic Council as a link to a video on a streaming platform (YouTube, Vimeo, etc). Once your video has been recorded and you are ready to upload, follow the instructions below:

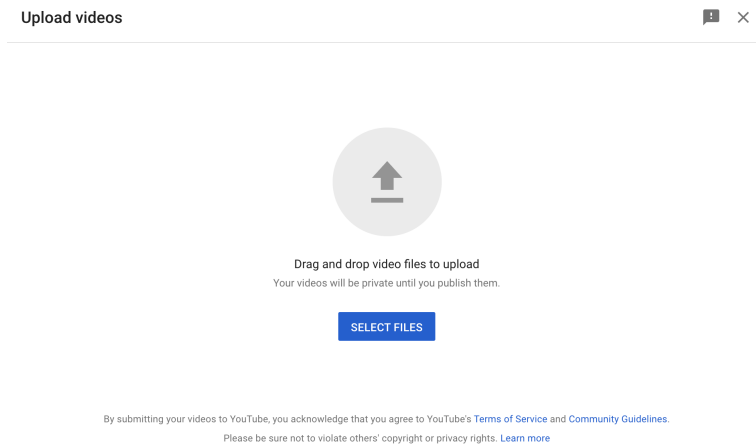
1. Save your file to your phone or computer.
2. Upload your video to a streaming platform. Below are the instructions to upload your video to YouTube on your computer:
 - a. Go to youtube.com and log in with a Google Account
 - b. Click the “Create” button on the top taskbar next to the search bar



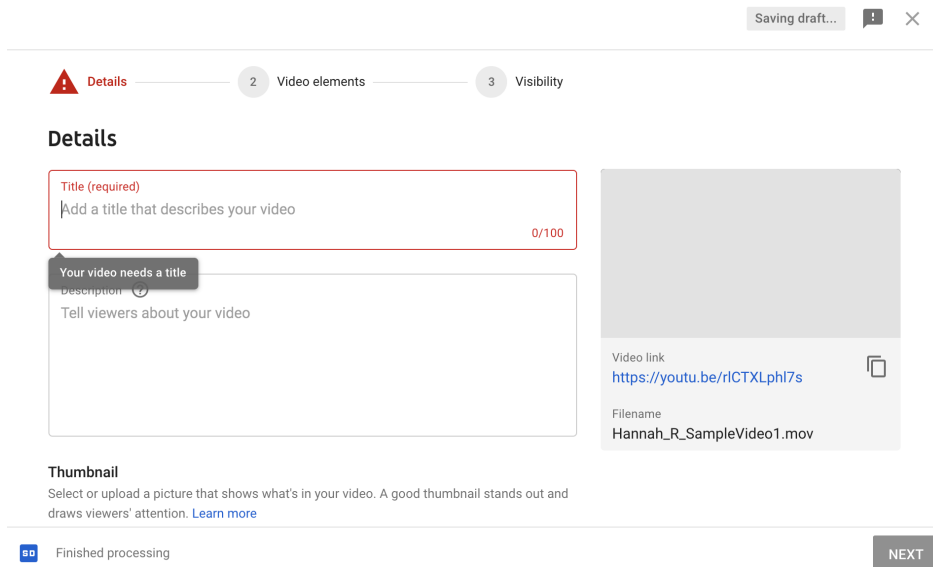
- c. From the dropdown menu, select “Upload Video”



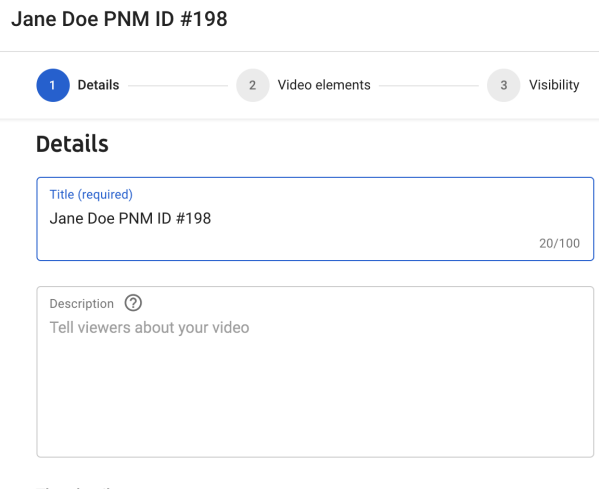
- d. A window will pop up when the page loads (picture below). Drag and drop your video into the window or browse for it on your computer to upload it to YouTube.



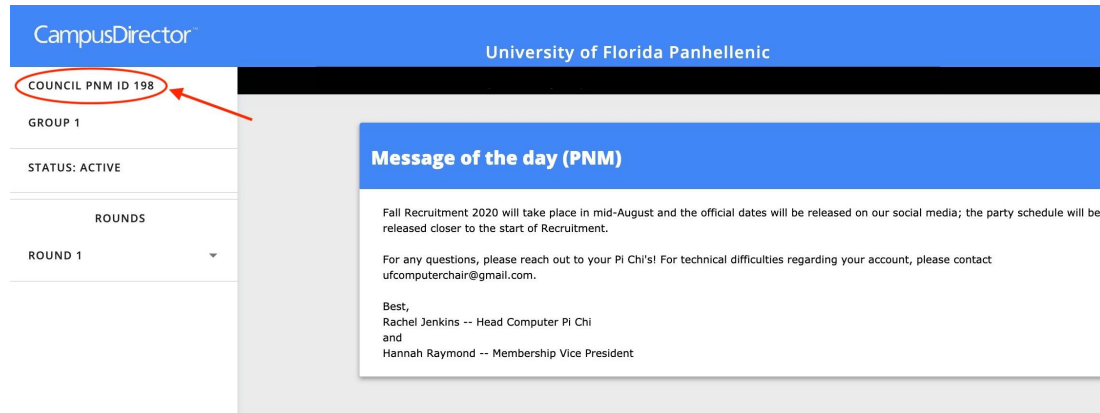
- e. A new window will appear to provide details and settings for your video.



- f. Title your video your first and last name and your Council PNM ID #.
Ex. Jane Doe, Council PNM ID 198 would title her video “Jane Doe PNM ID #198”



Council PNM ID#'s can be found by logging in to your Campus Director account. Your ID# will appear on the home page in the top left corner of the screen (pictured below).



**if your video is not uploaded in this format it will not be accepted*

- g. Do not add a description to your video.
- h. You may select a thumbnail picture from those available. Do not upload a new thumbnail.
- i. Under Audience, select “No, it’s not made for kids”
- j. Click the blue “Next” button in the bottom right corner of the window. (Skip the page on Video elements)
- k. Under Visibility, select “Save or Publish” AND “Unlisted”.

Jane Doe PNM ID #198

1 Details — 2 Video elements — 3 Visibility

Visibility

Choose when to publish and who can see your video

Save or publish
Make your video public, unlisted, or private

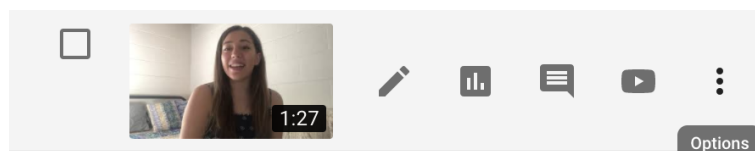
Private
Only you and people you choose can watch your video

Unlisted
Anyone with the video link can watch your video

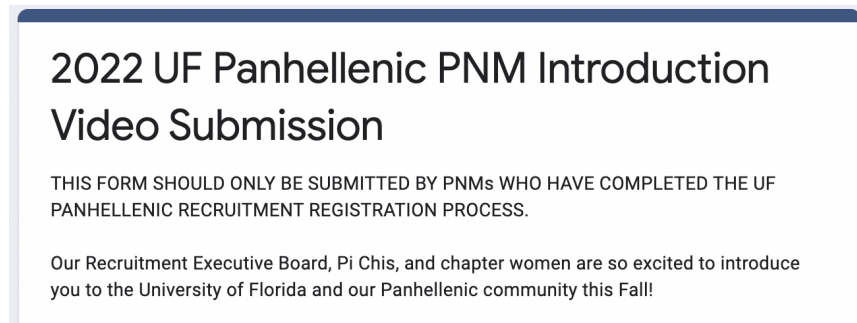
Public
Everyone can watch your video

Set as instant Premiere ?

- l. Click the blue “Save” button in the bottom right corner of the window.
- m. Once the video has uploaded, click out of the window and hover over the video to see the “Options” button (three dots icon)



- n. Click the “Options” button and select “get shareable link” (this will automatically copy the link to your clipboard - this is the link you should submit to the submission form).
3. Once you have the link to your video, go to the [PNM Video Submission Form](#). The Upload Link will look like the picture below. You will need to submit your video link and UF email address as well as select your preference for participating in Recruitment 2021 this Fall.



4. Uploads are **final**.
 - a. Once you submit the form, you should receive a confirmation as pictured below.
 - b. If your video does not meet the guidelines listed above, you will be contacted and asked to submit a new video.
 - c. Unless you are contacted directly by the Panhellenic Council regarding your video or form submission, you will not be able to resubmit the form after your initial submission.



Sample Videos

Here are two sample videos to use for reference when filming your Round 1 video:

[Sample Video #1](#)

[Sample Video #2](#)

**For any questions/concerns regarding PNM video uploads, please email ufpnmvideo@gmail.com*

Upload Link: [PNM Video Submission Form](#)