



Recording Audio/Visual Content Guide

This document provides some guidance about how to capture the best quality audio for your Round 1 material submission.

We do not expect you to own specialist recording equipment, and recording on a smartphone or tablet is perfectly acceptable. You are welcome to record your submission using additional equipment if you have it available, however, we are assessing the quality of your playing, not the quality of the recording.

Location

- Choose a space or room that is **as quiet as possible**. Try to make sure there is not a TV or washing machine on nearby, for example.
- Sound bounces off hard materials and every solid surface around you is like a mirror, reflecting sound back to the microphone. Try to **place soft surfaces around you**. For example, you may be able to hang a duvet over some parts of the walls nearest the microphone or put a rug down over hard flooring to absorb some of those reflections.
- Try and ensure there is a soft, **absorbent surface behind the microphone** you're using.

Simultaneous recording

- You **must record your audio and video simultaneously** – do not mime to a separate audio track. Any videos that we perceive to be edited or recorded separately will be discounted.

Recording on a smart phone or tablet

- For the audio: aim to have the phone/tablet **about 1.5 metres away from you**, with the microphone (the end you speak into) **pointing towards your instrument**. Record a little, then listen to the recording on your normal earphones/headphones and decide if it sounds too close or too far away and adjust the position as necessary.
- For the video: **have the phone at eye level** (you may find it easier to sit to achieve this). Record a little, take a look and adjust the position as necessary, ensuring your face and instrument are in the shot. A static camera shot will be better for the audio, as the sound won't change during the recording.
 - The video is just for the Assistant Orchestra Manager to ensure the submission has not been edited and will be removed before the panel listen to it to retain your anonymity.

Recording with an external microphone

- If you have access to an external microphone, you may use it. Follow the manufacturer's guidance on its placement. Record a little, then listen to the recording on your normal earphones/headphones and decide if it sounds too close or too far away and adjust the position as necessary.

Top Tips

- **Record a little, play back a little.** Make sure you experiment with different placements for your microphone/phone and listen back and make adjustments if necessary.
- If the microphone has a **foam cover**, make sure you use it. If not, you can fashion a “**pop shield**” by taking an old pair of tights and stretching them over a wire coat hanger bent into a circular shape. This helps prevent “pops” that distort the audio being recorded.

Important Notes

- Please do not talk on your recording.
- Recordings should be submitted as MP4 files only (not MOV files).
- Recordings should be submitted as one continuous take and not be edited in any way. Any videos that we perceive to be edited will be discounted.

Submitting your files

- Your file will be too big to email, so we recommend you use a file transfer website such as WeTransfer, Google Drive, Dropbox or One Drive. Please send your video to Vicky James, Assistant Orchestra Manager (vicky.james@bbc.co.uk).

If you do not have access to a smartphone or tablet, require this guide in an alternative format, or have any other questions, please contact Vicky James (vicky.james@bbc.co.uk).