LACC is excited to announce we are producing a Virtual Commencement Ceremony for our graduating students. We would like to invite faculty and staff members who wish to say a few words to our students to submit a video recording (30 seconds maximum) to be included in our Virtual Commencement. This opportunity is open to Full-time and Adjunct Faculty, LACC Staff and Administrators. If you choose not to participate, not to worry! It is optional.

If you have any questions or concerns, don’t hesitate to ask! You can reach out directly to Jen Vaughn, CinemaTV Department Chair, for assistance with video recording and/or uploading your video at vaughnje@laccd.edu

Please follow the guidelines below in preparing your video, to ensure the best quality possible.

We look forward to seeing your videos. Thank you!

- The LACC Virtual Commencement Team
1. DEVICE

☑ Please use a camera, phone, iPad/tablet or computer device to record your video. You can use your phone’s camera, or a program such as Zoom or Skype to record your video.

☑ Please keep your device still during recording.

☑ Please record a video of yourself sending congratulatory wishes or an inspirational quote that is under 30 seconds. Record your message horizontally.

2. LIGHTING

☑ Please film with your face pointed directly towards a source of light such as a window or lamp. We want to avoid shadows on your face.

☑ Natural lighting is ideal, facing a window.

☑ If you have a ring light, that works well too.
3. AUDIO

☑ Please find a quiet room to record your video.

☑ If others are near you, please close the door so you reduce any background noise that might disrupt your video.

☑ If you have an external microphone, headphones with mic or airpods, use them for the best audio recording possible.

☑ Be near your recording device, so your audio doesn’t sound too far away. Speak clearly and project your voice.

4. BACKGROUND

☑ It’s best to have a solid or non-distracting background in your video.

☑ Avoid clutter behind you or showing anything personal that you don’t feel comfortable displaying.

☑ Example: Avoid backgrounds that look like this:

5. DELIVERY

☑ Speak directly to the students. You may include an introduction, but keep it short.

☑ Make sure the video is 30 seconds or less (videos that are longer than 35 seconds will be cut short).

☑ Please upload in a .mp4 or .mov format (2GB maximum)

☑ Upload your videos directly to this OneDrive Link: http://bit.ly/LACCfacultyvideos

☑ Deadline for submitting your video is **Monday, May 10th, 2021 @ 5pm**