

Videographer

The aim of this role is to become more familiar with technology while having an opportunity to speak in the meeting.

TASKS	Done = \checkmark
PRIOR TO THE MEETING	
Prepare an explanation of your role for the beginning of the meeting. See the example introduction below.	
ON ARRIVAL TO THE MEETING	
Arrive in time to familiarise yourself with the camera so you're able to record each of the speakers.	
The camera equipment is your responsibility during the meeting. Do not leave it unattended for any reason.	
DURING THE MEETING	
When introduced by the meeting Toastmasters, explain your role	
<p>Example Introduction</p> <p><i>Shake the Toastmasters hand.</i></p> <p><i>Good evening Mister President, Mister/Madam Toastmaster, fellow Toastmasters and most welcome guests.</i></p> <p><i>My role this evening is your meeting videographer.</i></p> <p><i>I will record all the members who speak during the meeting.</i></p> <p><i>A link to the recording will be posted up in our clubs private Facebook group.</i></p> <p><i>The recording provides you with the opportunity to review your own speech and the progress being made on your Toastmasters journey.</i></p> <p><i>If you'd rather your speech wasn't recorded, please let me know.</i></p> <p><i>Mister/Madam Toastmaster</i></p>	
<p>Record the whole meeting.</p> <ul style="list-style-type: none"> - Start recording as the President prepares to open the meeting. - Stop recording as the 10 minute break starts. - Start recording as the Toastmaster calls order for the second half of the meeting to start. - Stop recording when the President closes the meeting. 	
End of Meeting	
Pack up the camera, tripod, power cables, etc, and personally hand to Andy O'Sullivan.	