



NGEnvironment

Video Testimonial Guidelines



Making a Video Testimonial

A video testimonial is a short video of a partner or stakeholder praising a project. The individual might explain who they are, how they were involved in the project and what they liked about the project.

If partners will supply more than one testimonial from more than one person, then 30 seconds in duration is enough per testimonial. If partners will send just one testimonial, please make sure it is just one minute in duration so that it will have a comparable length to other partners testimonials.

You only need three things!

1. A happy stakeholder or partner
2. A camera
3. Some questions to ask them

Tips:

- Recording the video on a phone is fine, just make sure to record it in landscape, and not portrait.
- Choose a quiet place to avoid interruption or distracting background noise. Make sure all TVs and radios are off.
- Pick a nice but **simple** background. Neutral is best, against a wall, board, curtain, or shelves perhaps. Avoid mess and clutter.
- Try to make your recording session as relaxed and natural as possible.

Questions for Project Partners

To complete this video testimonial, please answer question 1, and 1 or 2 questions from between questions 2 and 6. Thank you.

Compulsory Question:

1. Who are you? Basic introduction, country, organisation, etc.

Optional Questions:

2. What has been your experience of working with partners throughout the NGEnvironment project?
3. How has your work on this project been impacted by COVID-19, and how have you overcome the challenges posed?



4. Can you mention some feedback that you have received from learners or educators through this project?
5. What IMPACT do you envisage the NGEEnvironment Project can have at a local and national level in your country?

Questions for Educational Stakeholders

In case you have the opportunity to engage external stakeholders who have been engaged throughout the development and delivery of the project and gather their feedback, please ask them to answer question 1, and 1 other question from the list provided. Thank you.

Compulsory Question:

1. Who are you? Basic introduction, work experience and role, country etc

Optional Questions:

2. What, if any, is your experience of supporting local NGOs to develop their skills?
3. Do you think the NGEEnvironment materials are fit-for-purpose in supporting new NGOs in the current context?

Video Release Form

For all external stakeholder and learners who complete a video testimonial, please ensure that they sign a Video Release Form BEFORE recording the video testimonial. Please return these completed forms to FIP with your video testimonial footage so that we know that we can use the footage you send. Thank you.



NGEnvironment

VIDEO RELEASE FORM

I, _____, hereby grant permission to <ENTER YOUR ORGANISATION NAME>, the rights of my image, in video or still, and of the likeness and sound of my voice as recorded on audio or video file without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published, or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for ANY USE which may include but is not limited to:

- Presentations.
- Courses.
- Online/Internet Videos.
- Media.
- News (Press).

By signing this release, I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this release, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organisation utilising this material for educational purposes.



Full Name _____

Address _____

Email Address _____

Signature _____ Date _____

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