**VIDEOGRAPHER GUIDELINES**

* We recommend arriving at your local service before 6:00am to capture the initial preparation process for the record attempt.
* We would love to see all stages of your attempt including the volunteers packing meals, labelling meals for delivery, and preparing the food for packaging.
* You can use a phone camera, video camera, or any device capable of capturing footage.
* You must have the attached attendance and media permission form completed by all staff members and volunteers participating in the attempt. Please send this completed form to [chloe@elevatecom.com.au.au](mailto:chloe@elevatecom.com.au.au) by COB Wednesday 5 September 2018.

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| **FOOTAGE COULD INCLUDE:** |  |
| Film an introduction to your service’s involvement in the attempt – the person to deliver this will be identified closer to the day, with a script drafted |  |
| Preparation – meals being cooked |  |
| Packaging – a scanning shot of all the boxes, showing that all meals to be delivered, are the same |  |
| The participants in the action of attempting the record (chopping vegetables, producing meals, plating meals, placing them into the eskies) |  |
| Vision at the finale party – volunteers celebrating the record attempt |  |
| **DELIVERY OF FOOTAGE** |  |
| Vision is to be delivered in mp4, avi form |  |
| Download each video labeling them with the number, service’s name, with a description of what each image represents. For e.g. **1\_QMOWservice\_preparation.mp3** |  |
| You will be sent a link to a shared Dropbox folder to upload the vision. Alternatively, please load the vision to a DVD/CD-ROM, USB flash drive, external hard drive and send to Level 1, 310 Logan Road Greenslopes Qld 4120 |  |
| Ensure these items are sent or uploaded (together with the attached attendance and media permission form) by Wednesday 5 September 2018 |  |

**Further Information:**

Queensland Meals on Wheels

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Elevate Communication

Chloe Fitzgerald, Communication Executive

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p) 07 3180 3666

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| Event: | Meals on Wheels National Record Attempt |
| Date: | Wednesday 29 August 2018 |
| Venue: |  |
| Service involved: |  |

**Request for Permission**

Queensland Meals on Wheels Services Association Inc. (QMOW) and its affiliated services develop mainstream news articles, newsletters, promotional and business materials that are published in print and digitally (on websites including social media) for promotional and operational purposes.

By completing this form, you are granting permission for QMOW to use:

* media (photo/film/audio recording) in which you or your child appears and any written or verbal comments made by you or your child in any paper publications and/or on websites including social media.

If you have any queries, please contact QMOW via [info@qmow.org](mailto:info@qmow.org) or 07 32055588.

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| --- | --- | --- | --- |
| Full Name | Signature  (Parent’s Signature if under 18) | Full Name | Signature  (Parent’s Signature if under 18) |
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