

I. Divisi Assignments.....	p. 2
II. Directions for How to Record Audio.....	p. 2
III. Directions for How to Record Video.....	p. 4



Instructions for Vocalists

We created a conductor-video, complete with rolling sheet music, to help ease the process as much as possible. You also have a video with just the audio and conductor if you prefer to use that along with a hard copy of the music instead. Use any sort of combination that may work best for you. We would like you to record **ONLY** audio first, then record your video. Please sing along while doing your video-recording, but you do not need to wear head phones for this, as we will remove the audio and replace it with your audio-only recording. This way, you can concentrate on looking good and expressing the words, without worrying about notes and being musically correct, etc (as you can see, there are a lot of dynamic changes and the arrangement is not so predictable). You do have the option of recording your video/audio all in one if you like—please let us know if you opt for that. If you do decide on this second option, please use an earbud to listen to the conductor-video when recording.

We divided the piece into three parts: A, B, and C. To help move the process along, we are scheduling 3 deadlines for each section: **Section A** due on Tuesday, August 11th; **Section B** due on Tuesday, August 18th; **Section C** due on Tuesday, August 25th. As you can see, you will have **7 days** to complete each section. **Please record each section as separate audio recordings.** We prefer that you record the video as one big file (sections A, B, and C in one shot), but you have the option to do them separately (this may work better for those with choreography—quintet on Verse 4). We are, of course, flexible if you need more time in between deadlines—let us know. Also, you are welcome to send all three sections at one time if you are feeling particularly motivated...if you opt for sending it all in one shot, **please still record each section as separate audio recordings.** Soloists have the option of not doing a separate audio recording for their solo bits, instead just recording one video/audio file; please also sing all the choir parts. ☺

*****Please** label each video/audio file with your FIRST and LAST NAME, followed by the section letter,

ex: EMILY MASON/Section A

I. Divisi Assignments

Soprano

(1) Danielle A.
(1) Jeanne M.
(1) Jesslyn T. E.
(1) Raquel S.G.
(1) Fotina N.
(2) Rayanne G.
(2) Xi Wang

Alto

(1) Paulina V.
(1) Leah H.
(1) Zaki R.
(2) Melisa B.
(2) Chrissy T.

Tenor

(1) Walter F.H.
(1) Allan P.C.
(2) Marco P.
(2) Raul M.
(2) Jason M.L.

Bass

(1) Nigel T.
(1) Brandon M.
(2) Mark S.
(2) Will T.

Verse 4 Hallelujah Women Divisi—Ave Maria part (mm.126-145 in the Vocal Score)

Melody

Danielle A.
Jeanne M.
Jesslyn T.E.
Xi Wang

Alto I

Rayanne G.
Paulina V.
Zaki R.

Alto II

Melisa B.
Chrissy T.
Leah H.

II. Recording Audio

To record your audio you will need two devices: one device to listen to the conductor-video, and another device to record your performance. You can use any combination of a desktop or laptop computer, a tablet and/or a smartphone. You will need to wear headphones or earbuds so that you can listen to the conductor-video while singing, so that only your voice is recorded. It is helpful to put in only one earbud so that you can hear yourself singing in the other ear. You can use wired or wireless headphones.

How to Create Your Recording Space

1. Record in a quiet room with the door closed to reduce unnecessary noise. Turn off fans, heaters and anything that hums or is noisy.

How to Record Your Audio

1. Do a test recording on your first device—this will be the one receiving your recording. Make sure the sound quality is good, which means you might have to try out several different distances from the microphone (that distance may vary for solos vs. choir parts). If you have any sort of recording equipment, we encourage you to use that. The best app to use on iPhone/iPad is the 'Voice Memo' app; it looks like this:



The best app on Android is the 'Voice Recorder' app; it looks like this:



If you are recording directly into your laptop or desktop, use a microphone and record directly through this online site: <https://online-voice-recorder.com/>

***** If you are using a smartphone, turn it to silent (airplane mode/do not disturb) so that your recording is not interrupted by a message or call.**

2. Connect your headphones to the device you are using (or hook up a Bluetooth earbud) to watch and listen to the conductor-video.
3. Start recording on your first device and then press play on the conductor-video. **Make sure you clap at exactly the same time as Maestro Brian in your audio recording.** This is very important as it will help us to sync your final audio and video. Be mindful of all the markings on the sheet music—be extra attentive to consonant placing and the length of held notes.
4. Please wait for approximately four counts (in your head!) after you are finished singing before you stop the recording.
5. Review your audio recording and if you are happy with your performance, upload it to the Member's area on Emily's Website. Instructions to sign up for this will be provided on the instructional video. (emilymasonmusic.com)



III. Recording Video

To record your video you will need two devices: one device to watch the conductor-video and another to record your performance. You can use any combination of a desktop or laptop computer, a tablet and/or a smartphone. You will need to wear a headphone or an earbud (*if* you decide to go for the video/audio-in-one option) so that you can listen to the video while singing; that way, only your voice is recorded. It is helpful to insert only one earbud so that you can hear yourself singing in the other ear. You can use wired or wireless headphones. Make sure it is just you in the video. 😊

How to Create Your Recording Space

1. Record your video in front of a plain wall/background. It does not have to be white—just not a busy background. Preferably a neutral/light color (white, beige, grey, etc.)
2. Choose clothing without patterns or logos.
 - a. **Women** please wear a solid blue top, and a black or blue bottom as well (could also be a solid blue dress)...please refer to the instructional video, to Allan's shirt for color coordination.
 - b. **Men** please wear all black, preferably a button-down long sleeve shirt...no tie.
3. Record in a quiet room with the door closed to reduce unnecessary noise. Turn off fans, heaters and anything that hums or is noisy.
4. Make sure your face is brightly lit. Use whatever lamps or natural light you have available to achieve this. Avoid pointing the camera directly into a light source or window.
5. If you have a tripod mount for your phone/camera use it or secure your camera in some other way to minimize movement.

How to Record Your Video

1. If you are using a smartphone, turn it to silent (airplane mode/do not disturb) so that your recording is not interrupted by a message or call.
2. **If** you go for the video/audio-in-one option, then connect your headphones to the device you are using to listen to the conductor-video, so that you may sing along.
3. Set up and secure your second device that will record your video. **Make sure you record horizontally (landscape)** and that your face is centered in the middle of the screen.
4. Make sure you are not too close to the camera—please use Brian in the conductor-video for reference.

5. Make sure that your sheet-music and/or music stand is not obstructing the view of you in the video.
6. Start recording on your device and then press play on the conductor-video. **Make sure you clap at exactly the same time as Maestro Brian in your video recording.** This is very important as it will help us to sync your final audio and video files.
7. **Make sure you are visible in your video-recording while clapping, just like the conductor.**
8. Be mindful of all the markings in the sheet music.
9. Please wait for approximately four counts (in your head!) after you finish singing your last note before walking towards your device to stop the recording.
10. Remember to save your video. 😊
11. Review your video, and if you are happy with your performance, upload to Member's area on Emily's Website: emilymasonmusic.com
12. If you have any questions about these steps, you may email Emily at dcharpist1@gmail.com, or call/text her at 540-257-5044.