

HOW TO TAKE A VIDEO WITH A SMARTPHONE AND SEND IT THROUGH EMAIL

- Step 1 Get out your smartphone and find someone to interview
- Step 2 Make sure your camera is facing the person and not yourself
- Step 3 Only allow 1 minute for the total interview
- Step 4 Save your video file so you can find it later
- Step 5 Start a new email for any of the ROCK subcommittee team members
 - *You can find their email addresses on the ROCK website
- Step 6 Include the following information with your email:
 - *Subject Line : **ROCK Video File**
 - *Name of person interviewed
 - *Date of interview
 - *Subject of interview, example 'Closing'
 - * Indicate if person approved publication of video
(**without approval**, the video cannot be published)
- Step 7 Attach the video to your email
- Step 8 Send the email
- Step 9 Expect a confirmation of receipt from the ROCK person
- Step 10 Tell yourself you are awesome!