Carlisle Public Schools Graduation
Video Retrospective Subcommittee Guide

Remember to keep all of your receipts and be sure to have the PTO Tax ID form with you when you make purchases. This will mean you will not pay Massachusetts retail tax on your purchases. The class treasurer will reimburse you, but not for any tax. Ask the co-chairs for the Tax ID form.

Budget: The Graduation Co-Chairs will have this number for you.

Timeline: April through graduation day

Overview: The final product for the 8th grade slideshow is typically a computer desktop-created slideshow, using photos submitted by families, put to music. It is helpful to first watch a few past years shows to get a sense of how one might organize the slideshow. There are individual student segments (consider 15 seconds, 5 photos per student) as well as school-themed group photo segments.

Timeline

March
- Create an online folder before an email goes out requesting images, with each 8th grade student's last name for parents to drop photos in. You can get this list from our 8th grade representative. You can store the student files alphabetically or by homeroom group; have four homeroom folders, and students' folders in those, using last names for students folders.

  As you set up the Google folders, consider what this class recommended:
  The best way to collect photos is through google drive and dropped into their child's folder, however we did have folders in each 8th grade homeroom for those that preferred to submit hard copy photos (that we would scan) or submitted on a thumb drive.

  We found it very helpful to arrange by last name for the individual pictures and for the group shots put into categories: Halloween (younger shots), Scouting, 6th grade Outdoor Ed, Sports - trying to keep it Carlisle themed, 7th grade play, 8th grade activities (end of the year - we had a faculty member take photos on the Boat Cruise of kids who we didn't have photos that were in group shots)

  We organized by homeroom to help keep track of making sure each student was represented and used themed group shots as transitions between homerooms. Our goal was to have at least two individual shots (or more) and one group shot during the child's "burst". Ideally, several individual photos per student with one as a group gives each student their "own" time on the screen. We also tried to have equal time for each student's segment.

April
- Send initial email before April break and give about a month to receive photos. Set a specific due date, and send another reminder about 1 week before due date. Assume you will need to chase down some families despite repeat requests for photos; some families may never uploaded photos. Ask for 5 individual photos as well as at least 5 group photos.
- Contact the Middle School Principal to get names of students whose parents/guardians have not given permission for their graduate to be used in school photographs. Reach out to these families to ask for permission for the slideshow. If they decline, none of the submitted group photos can use those students in the Video Retrospective.

May

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As photos begin coming into GoogleDrive:
- Edit (fix red eye, cropping etc.) as much as possible during the collection time.
- Organize group shots, taking them out of student folders and moving them into your themed photo folders (or however you chose to organize)
- More from an earlier class:

Once organized, we pulled photos into iMovie or the desktop movie editor of your choice. We did it in batches - homerooms etc. We used iMovie to complete the project. However, once created on a computer, it can not be shared for editing. We explored other movie apps but found despite iMovie's limitations, this was the best to use, though not completely user-friendly. We did find one way to share the workload among a two parents; one parent made the homeroom iMovie segments, and one parent made the themed group segments. Once clips are made, they can be shared as movie clips and inserted into the iMovie. This was a good way to divide the workload productively. Text can then be added after clips are assembled.

- Timing of individual slides and overall presentation:

We figured out class size and number of pictures to determine the length of each picture. We decided on 3 seconds per photo, average 5 photos per student = 15 seconds per student. 15 sec x 75 students = 18.75 minutes or about 5 minutes per homeroom. That left approximately 10 minutes divided among the themed group segments surrounding each homeroom segment. There are certainly other strategies. For example, if a class does not submit a lot of group shots, those could be timed at 4 seconds each instead of

Splicing music and finding songs that were appropriate and pertinent took time. Make sure to include songs that are emotional but upbeat. Include at least one song that is popular currently. Developing a song list is one thing you can do while waiting for parents to upload photos.

Most importantly, we felt keeping the slideshow to the maximum of 30 minutes was ideal.

We used an outside vendor to create individual thumb drives for the graduates to take home, costing roughly $500. The turnaround time is about a week. They can personalize the thumb drives with Carlisle Public School Class of 2018. There are also online delivery methods that may cost close to nothing, please explore these as well, wetransfer.com has been used by the videographer for the 7th Grade Play and it worked great. Not sure of the cost, but it was probably less than $500 and families are probably comfortable with a download. *Another option is that we may be able to host the final video on the school's server and the Middle School Principal will send the secure link to families the day after graduation. Please ask the Committee Co-Chairs before you commit to a delivery method*.

Sample Email to Parents & Guardians:

Dear 8th Grade Parents & Students,

It is hard to believe that graduation is only a couple of months away! It's time to think about the graduation Video Retrospective! This is a very memorable event and **we cannot make it happen without your HELP!**

The Video Retrospective will feature about 30 minutes of graduates growing up through the years, and our goal is to include as many memories and represent each student as equally as

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possible. We will show it during the reception following the graduation ceremony, and each student will receive a copy of it on a flash drive to take with them.

WHAT WE NEED FROM YOU:
Please gather 4 photos featuring your child through the years (Pre-K/kindergarten through today). We will also be using the baby/toddler photos you sent earlier this year, so each child will have a total of 5 individual photos in the show.

PHOTOS ARE DUE BEFORE FRIDAY, MAY 3RD!

Also, please **submit up to 5 additional group photos**. Group photos may be sent from events like....7th grade play, sports, music, field day, girl/boy scouts, field trips, spaghetti supper, the rainforest play, etc. **Close-ups are best, where we can see their faces.** These photos should include groups of 8th-grade students showing the strong friendships and great memories they have made over the years.

Instructions for sending the photos:

You have two options for submitting:

1. Upload your images onto Google Drive and place in correct folders by child's home room teacher and for group photos include under "group photos" using this link: https://drive.google.com/drive/folders/1jQQ4ComtSwzdjdDkQasMFOcSvUuHGl2E?usp=sharing

2. Load your electronic photos onto a flash drive and send them to school with your child. There will be a collection box in each homeroom for your flash drives. Please label your flash drive, so that we can return it to you at a later date.

Pease use electronic photos in a **JPEG**format – labeled First name initial and last name (i.e. jfitzpatrick1.jpg, jfitzpatrick2.jpg, etc....jfitzpatrickgroup1..., etc.)

Please send your photos as soon as possible!! Our committee will have a lot of work to do! We appreciate your help in making this a memorable event for the kids!

If you would like to contact us with any questions please send an email to 8thgradeslideshow2019@gmail.com.

Thank you for your support,
Kimberly Napier (Slideshow Committee Chair) & The Slideshow Team

Attachments area

June

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- It is essential to meet with the tech department at the school to do a run through of the Video Retrospective as they will not be there to set up or run the show. Kevin Maier was very helpful the night of graduation when we had a "no signal" during our set up on graduation night! You need to use your own laptop, know how to turn on the speakers/projector etc. Not difficult, but critical to know. Also make sure you have all the connecting chords you need before the night of the show.

  If you choose to have the show loaded on thumb drives, 2018 packaged thumb drives in individual plastic baggies (purchased at JoAnn Fabrics) labelled with students' names.

  2018 put the thumb drives on a table, arranged alphabetically, outside the auditorium for pick up after the slideshow. We laid everything out and covered them so we wouldn't miss the graduation ceremony.

- During the 30 minute post-graduation reception in the cafeteria, make sure everything is ready in the auditorium. One person should manage the lights and the other started the slideshow. The principal decided when it was time to move into the auditorium and made an announcement.

After Graduation
- Submit receipts to the class treasurer.
- Update these notes and send to the Graduation Co-Chairs
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