

## ***Suggestions for Travelogue Program Submissions***

The Green Valley Camera Club ***Travelogue*** program focuses on our members' ***travel and destination*** experiences from around the world, while our ***Showtime*** programs can be on ***any topic***. Neither should focus on family shots; the same DVD should not normally be submitted for both programs.

The following suggestions are intended to help members in the production of their Travelogue DVDs.

### **Things to Remember When Making Your Show**

- 1) Our total Travelogue SIG, usually of 3 to 5 presentation, is 60 to 90 minutes.
  - a) The optimum length for an individual DVD is 10 to 20 minutes.
    - i) If the subject requires more time, break it into multiple menu items so that an individual segment can be played. Additional segments can be viewed consecutively or at different meetings as scheduling permits.
  - b) If you are going to have an introduction or Q&A session (before or after, this time should be identified when you submit the DVD so it can be added to the total time allocated. Usually 3-5 minutes is adequate.
- 2) Always have a menu screen at the beginning of the show, even if you only have one menu item.
  - a) The proper menu background can serve as a backdrop while any introductory comments are made and then the show can be started upon command, rather than operating in an Auto run mode when you insert the DVD.
    - i) We have the ability to control sound track volume separately from the microphone at Las Campanas and SRS.
- 3) Each menu selection should have a theme and does not need to follow a chronological order as this often results in too long a show. For example rather than have a single selection titled *Our Visit to Venice*, you might have menu selections titled *Canals of Venice*, *Museums of Italy*, etc. and only show one at a particular Travelogue.
- 4) While we all like to have ourselves included in pictures of the places we visit, for our Travelogues try to use images that document what you are seeing, rather than ones that include you, family or friends as the center of interest.
- 5) Avoid reusing the same slides. Instead, try to provide different views of the same subject or supporting subjects.
  - a) Typical slide duration is 3 to 5 seconds without a caption and 5 to 8 seconds with a caption.
- 6) If the slides include captions, try to position the caption for best visibility by the audience.
  - a) For your own use you may wish to place captions in different positions, or have entirely different captions.
  - b) Captions should add to the viewers information, not describe the obvious i.e. "Children Playing"
- 7) Be careful in your choice of slide transitions and special effects. Using more than 2 or 3 transitions and/or changing transitions frequently can be distracting to the audience.
  - a) Transition durations of 3 to 5 seconds normally work well.
  - b) If you use pan and zoom effects, use them when they add fit, not just to give close up shots of things that are already seen and understood by the audience nor to focus in on a trivial portion of the photo.
- 8) If the DVD includes a narration track as well as a background music sound track, remember that the volume levels cannot be adjusted individually and the ability of the audience to hear the narration will be influenced by the room acoustics and the sound system being used. You may want to consider live narration or experiment with lowering or turning off the sound track during the slides with narrations when you are preparing your DVD.
  - a) Remember that the narration should add to the presentation, not just identify items that the audience can see for themselves.
  - b) The slide timing should match the narration (Not the other way around). Most slide show development programs allow you to match the slide timing to the length of the narration so you can speak at a natural pace and have the slide duration automatically set when you finish speaking.
  - c) If there is to be a live narration, the slide timing should be set long enough to allow the narration to keep pace with the show. Pausing and restarting the show is not recommended.

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### **Test Your DVD before you submit it.**

- 1) We have a test station at the Camera Club that uses the same equipment as at Travelogue.
  - a) It is important that ALL disks be tried in advance on the equipment that will be used for the presentation so that any problems can be identified and resolved.
    - i) If your DVD plays on the test station, it will play at the presentation.
    - ii) If it does not play, seek help from someone familiar with generating DVD output from the slide show development software you are using.
- 2) Always provide your show on a DVD +R or DVD-R and not on any type of rewriteable media.

### **Submission of DVDs**

- 1) Please submit your DVDs to the Travelogue Coordinator by placing them in the Travelogue folder at the Admin Desk in the Club.
  - a) They should be labeled with your Name, Phone number and e-mail address. (Plus the time you need: introductory comments or Q & A + DVD length).
  - b) Please, whenever possible, submit them a month in advance of when you expect them to be shown.
    - i) We maintain a pool of submissions from which we draw for each show, while trying to provide varied content. For that reason, your DVD may not be used at program immediately following your submission.
      - (1) If you have any schedule constraints (i.e. you will be leaving for the season, etc) attach a note to your DVD when you submit it, and we will try to schedule your DVD while you are here.
  - c) When your DVD has been scheduled, you will be contacted and asked to email an appropriate still image and brief write-up of your DVD for use in promoting that Travelogue.
  - d) You can check the Travelogue page on our website ([www.gvcameraclub.org](http://www.gvcameraclub.org)) to see what is scheduled for the next Travelogue as well as for the coordinator's contact information.

### **For Additional Educational Opportunities**

- 1) Classes and Workshops involving the making of DVD presentations are held through the year and include using Pro Show Gold, PhotoShop Elements/ Premier Elements as well as Microsoft PowerPoint. For even more opportunities, the Multimedia Special Interest Group (SIG) addresses a wide variety of advanced show development topics.
- 2) Consult the Camera Club ([www.gvcameraclub.org](http://www.gvcameraclub.org)) on line Activity Schedule to see when various Classes and Workshops are being offered.

**Remember that in the final analysis, subject matter, composition and lighting, rather than special effects remain the key elements in a well received presentation.**

**Thank You for participating in our Travelogue program.**