**Delivering Your Recorded Church Talk**

**Thank you** for your willingness to serve CAP and the local church through this new digital experience. Recording a talk is new for many, so we have created a guide to help you confidently and capably record and deliver your church talk.

**Preparing for Your Recorded Church Talk**

**Framework, Lifechanger Ask and example talk:**

* Use the [Speaker Team Resource Website](https://capuk.org/get-involved/speaker-team-resources) to download the relevant **Framework** and **Life Changer Ask**
* Also remind yourself of Tina’s/Sharon’s Story and brush up on any tips
* Watch [Peter’s Isolation & Empathy talk with Ask](https://www.youtube.com/watch?v=NLo7Dmb_c8I) as an example of how to set-up your recording space

**Digital Presentation Skills:**

* Record in **landscape** and at **eye level**
* **Face a light source**
* **Look at the camera**
* You can also watch helpful videos on digital presentation skills [HERE](https://www.youtube.com/watch?v=UyLeB6VtFVE&feature=youtu.be) and [HERE](https://www.youtube.com/watch?v=np1-ycs6AQA)

**Do a practice run through**

* Test your whole setup, including lighting and audio
* Please practice delivering your talk with family or email us to arrange a practice session

**Recording Your Church Talk:**

1. You can’t use Google Meets to record, so please record on a laptop using Quicktime Player or on a phone using the camera app
2. Don’t start to talk as soon as you press ‘record’ or stop recording as soon as you finish. We will edit the talk so you can take time at the beginning, after you introduce Tina’s Story and at the end of the talk

**Deadline to Email us your Recording:**

* **Email us your final recorded file 2 weeks before the church request it**
* **Example:** a church wants to use your recorded talk on Sunday 26th July. You would need to email us your recorded talk by Monday 13th July.
* Share the file with speakers@capuk.org via Google Drive (grant us editing access for the file) or [WeTransfer](https://wetransfer.com/)

**Contact us**

Email speakers@capuk.org or phone **01274769814**

**Thank you for all that you do in sharing God’s heart for the poor with local churches and inspiring generosity for the vulnerable amongst God’s people.**