Charles Center Honors Fellowship
Applicant Video Instructions

All applicants will be featured in a 30-second video about their Honors Fellowship proposal on the Charles Center’s website.

For the video each applicant must:
- Prepare a 30-second description of you and your project,
- Submit 3 digital photos relevant to your project, and
- Schedule an appointment for your video and headshot.

Preparation and Scheduling Instructions:
1. Schedule an appointment for your video by stopping by the Charles Center (Blow 254) and signing up for a time slot. All filming will take place on Tuesday, March 1 and Wednesday, March 2 between 9AM-4PM in Blow 201. Appointments are given on a first-come, first-served basis. Appointments are in 30-minute intervals with 4 students in each time slot.

2. E-mail three photos related to your project to liz@theAVAdventure.com by 5PM on Monday, February 29. Please make the file names ‘last name, first name 1; last name, first name 2, last name, first name 3.’ For example, ‘Smith, John 1.’ These photos will be included in your 30-second video.

3. Write and practice a 30-second description of your project. The purpose of the video is to help donors understand your project and why supporting it is worthwhile. Recommended talking points include:
   a. A self introduction,
   b. Summarization of your project, and
   c. An explanation of why your research is important.

   Note: It is highly recommended that you practice your 30-second description with your faculty advisor.

4. Show up to your video appointment on time and camera ready. Each student will also have a professional headshot taken. Business casual attire is recommended.

5. Your video, including the three photos, will be edited and uploaded to the web. Both you and the Charles Center can use the video to promote your project.

Please e-mail Kristina Neuhart (kmneuhart@wm.edu) with any questions.