**Charles Center Honors Fellowship**

**Applicant Photo & Video Submission Instructions**

All applicants will be featured in a video (45 – 60 seconds) about their Honors Fellowship proposal on the Charles Center’s website.

The purpose of the video is to help donors understand your project and why supporting it is worthwhile. Recommended talking points include:

* 1. A brief self-introduction,
  2. Summarization of your project, and
  3. An explanation of why your research is important.

**RECORDING & SUBMISSION INSTRUCTIONS**

All students are required to submit:

1. a short video (45 – 60 seconds) describing their honors project,
2. three still photos related to their project, and
3. a headshot.

**VIDEO REQUIREMENTS:**

1. Videos should be 45 – 60 seconds long.
2. If using a cell phone, record in landscape / horizontal orientation.
3. Look directly into the camera while speaking.
4. Frame only your head and shoulders (no full-body shots).
5. Use a plain background such as a wall without many decorations or closed curtains.
6. Decrease ambient noise, such as people talking, cell phone notifications, street noise, etc., as much as possible.
7. Wear business or business casual attire.
8. **Submit only one 45 – 60 second video file**. You must submit one complete take of your project description. Videos will not be edited to remove mistakes.
9. Label your video file using the following format:   
   last name, first name\_video.
10. Submit a MP4 or MOV file.

**STILL PHOTO REQUIREMENTS:**

1. Submit three photos related to your project. These photos will be edited into your video.
2. Submit high-resolution JPEG files.
3. Label your still photos using the following format:  
   last name, first name\_photo 1, etc.

**HEADSHOT REQUIREMENTS:**

1. It is strongly recommended to take a photo of yourself when you record your video. Ideally students will have a headshot in the same clothes and background as their video.
2. Only your head and shoulders should appear in the headshot.
3. Label your headshot using the following format:   
   last name, first name\_headshot.

**SUBMISSION INSTRUCTIONS:**

Submit your materials via this Google Form by 5:00 PM on February 15. Label all your files as instructed above.