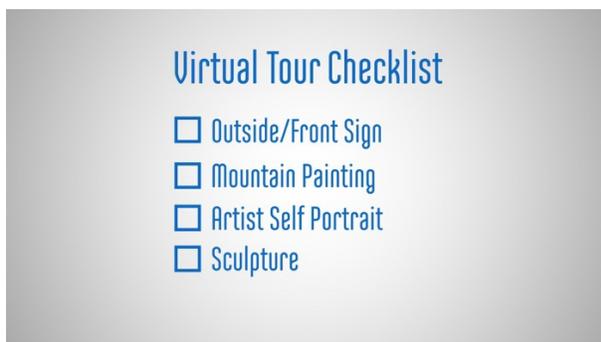


# CONNECTICUT OPEN HOUSE DAY – VIRTUAL TOUR TUTORIAL

The Connecticut Office of Tourism's Open House Day will be both in person and virtual this year. It is your choice how you participate. If you would like to offer a virtual experience and don't already have one developed, we want to make it easy for you to create something simple so you can still be involved.

Below are five simple steps that will help you create a simple virtual tour of your attraction using the video camera on your smart phone.

## 1. Plan Ahead



*Sample Checklist*

Think of the things that you'd like to share with your audience that you think will fit within a 5-minute tour. Then make a list of these things and the order in which you want to show them. You might want to start outside so that you can see any signage. Then walk inside to go to the next item on your list, and so on. You can narrate as much or as little as you would like. However, it is important to explain what the viewer is looking at, as well as any interesting tidbits that go along with that item. And be sure to speak loudly and clearly.

## 2. Hold Your Phone Horizontally



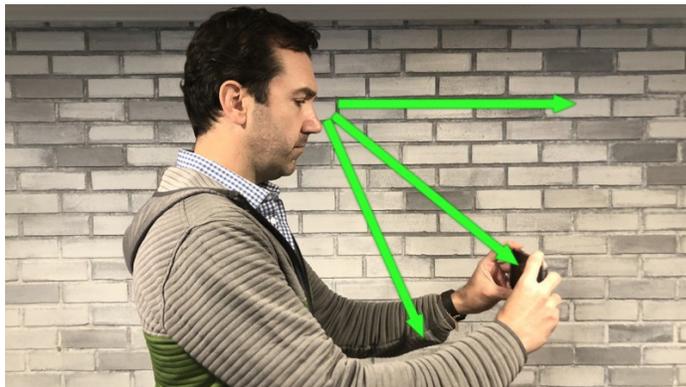
*Horizontal Recording*

Hold the phone sideways, or in landscape mode when you record your video. The wide screen will show more of your venue than if you hold your phone horizontally.

### 3. Keep Your Phone Steady



When walking with your phone, try to keep it as steady as possible, and keep it aimed forward. A quick note...*please watch where you're going!* You'll need to look at what you're recording with your phone, but you also want to be sure that you don't trip and hurt yourself.



*Look at where you are going as well as at your phone*

One thing to consider - if you want to show the audience items that are physically far apart, you can take more than one video. But please *limit this to three videos* in total.

### 4. Practice

Don't be afraid to practice! You might not get it right the first time. The beauty of video recording is that if you don't like what you just did, you can do it again, and no one will ever know.

## **5. Send Us the Video(s)**

In the very same email that contains this video is an attachment that will explain to you how to send us the videos straight from your phone. Use the instructions to send the video files to [eric.levesque@adamsknight.com](mailto:eric.levesque@adamsknight.com).

Once we receive your videos, we will host them and link to them from your write-up on the Open House Day website. You don't need to do anything else!