

Metta Centre 10-Year Anniversary Video Submission Guideline

We're celebrating **10 years of Metta Centre** — a decade of compassion, community, and inner growth. You are warmly invited to contribute a **short video message** for our **30-minute commemorative compilation video**. Several monastics, volunteers and attendees will give short video messages sharing

Video Submission Specifications

1. Format

- **Resolution:** 4K preferred (*the video will be cropped to vertical for social media*)
- **Orientation:** Landscape (horizontal)
- **If using a phone:** Use the **main (standard)** camera lens — not the wide-angle lens

2. Duration

- **Ideal Length:** 30 seconds to 1 minute

3. Environment Selection

- Choose a **quiet space** (indoor is usually best) — *audio is more important than video*
 - Avoid background noise: wind, traffic, music
 - **Indoors:** Sit near a window with soft, natural light
 - **Outdoors:** Choose a shaded area or shoot on a cloudy day for softer, more even lighting
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How to Get Good Lighting from a Window

- **Face the window or generally towards the window**— never sit/stand with the window behind you
 - Avoid harsh, direct sunlight,
 - Sit or stand about **1–3 metres** from the window for soft, even lighting on your face
 - Avoid strong **side lighting** that creates uneven shadows
 - Optional: **Use a curtain** to diffuse strong sunlight if needed
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4. Audio

- **Speak slowly and clearly** — people often rush when recording

- **Pace your words** — clearly separate words so your message is easy to understand and edit (in editing end of word and start of word may be cut off if words are connected)

5. Framing

- Use a **tripod** or ask someone to **hold the camera steady**
- Record in **landscape orientation** (horizontal)
- Set the camera at the persons **eye level** so the camera is not angled down or angled up at the subject
- **Center the person** in the frame –
- Use a **medium shot** (from hips to just above persons head)
- Sit or stand — **whichever is more comfortable**
 - If sitting, ensure the cameraman/camera is at **eye level**, so its not angled down looking down at you

Framing for if standing



Framing For sitting



NOTE: If indoors better to use natural soft lighting so face generally towards the window the example on the right has his back to the window – don't be that guy. Reference only for framing.

Content Suggestions

Please speak from the heart. Your message should be short, sincere, and focused.

Keep it concise. Short and Sweet is more impactful.

If you make a mistake, just breathe and try again — no pressure. It's okay to do multiple takes. (Film is cheap)

Practise makes perfect. So for your best take submit it so as to not confuse the editor.

Here's a simple structure to guide your message:

1. Greeting

Compulsory celebratory greeting.

- *“Happy 10th anniversary, Metta Centre!!!”*
- Speak with **enthusiasm** and **joy** — this is a celebration!

2. Introduce Yourself (Briefly)

Say your **first name** and your **connection to Metta Centre**:

Examples:

“I’m Sarah, a regular attendee at the UWS Bankstown meditation group on wednesdays.”
“I’m David, a volunteer and part of the organising team.”

3. Share One Meaningful Reflection

These are some examples of reflections, or you may speak from your heart and concisely tell your reflection **Optional Inspiration**:

- **How Metta Centre has impacted you**

“Metta Centre has been a space of refuge and deep learning for me...”

- **A memorable moment or experience**

“The retreat last year really helped me reconnect with myself...”

- **A specific teaching that stayed with you**

“The talk on letting go completely changed how I see suffering.”

- **Something you’re grateful for**

“I’m so grateful for the warmth and generosity of the volunteers.”

4. A Quick Wish or Blessing for the Future

Optional Inspiration:

“May Metta Centre continue to grow and benefit many more people.”

“Wishing the Centre another 10 years of spreading peace and wisdom.”

Submission Instructions

- **Deadline:** October 1
 - **Upload via:**
<https://drive.google.com/drive/folders/1v-SYIZvotYrqYkB-k-Rgd5V7NHwdVsbu>
 - **File Name Format:** YourName_MC10yr
 - **Optional 1 Photo:** which is related to the contents of what you spoke about. (Photo
 - **Photo File Name Format:** YourName_MC10yr_Photo)
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 Thank you for your time, presence, and heartfelt contribution. Your message will be a cherished part of this special celebration.
