



# MOUNTAIN VIEW TOASTMASTERS

**[2024-JAN] THIS ROLE IS LIKELY TO BE REMOVED; THE TECH CHAIR WILL RECORD & THE SERGEANT-AT-ARMS WILL HANDLE SHARING and MANAGING THEM]**

## Mountain View Toastmasters Instructions: Recorder Instructions

**CONTRIBUTORS:** Frank Steglinski (S, 2020), Cat Nguyen (SAA, 2020), Ben Shaibu (P, 2020), Aditi Dixit (VPE, 2021)

**LAST EDIT:** April 2021

**CLUB WEBSITE:** [meetup.com/Mountain-View-Toastmasters](https://www.meetup.com/Mountain-View-Toastmasters)

Instructions for remote Recorders / remote attendees are highlighted in teal

Instructions for in-person Recorders / in-person attendees are highlighted in green

---

### [“CHEAT SHEET” - QUICK SUMMARY](#)

#### [ABOUT THE ROLE](#)

#### [BEFORE THE MEETING](#)

#### [RIGHT BEFORE THE MEETING](#)

#### [DURING THE MEETING](#)

[Explain the Recorder's role](#)

[Record the speeches](#)

#### [AFTER THE MEETING](#)

## “CHEAT SHEET” - QUICK SUMMARY

If you’ve held this role before, or just want a very quick summary of this role, here’s what an Recorder does:

- **Confirm** you’ll attend the meeting when the Weekly Toastmaster emails for confirmations
- **Make sure you know how to make recordings** [[link to details below](#)]
  - **You’ll need a laptop** to be signed into Zoom
- **Introduce your role** during the functionary introductions
  - Think of what would be useful for a new visitor to hear about the role
  - Demonstrate the recording stop & start prompts on Zoom
  - **[NEW] We are going with an assume-everyone-wants-a-recording approach. Remind speakers and evaluators to chat you if they *DON’T* want a recording**
  - Keep your intro to 30 to 60 seconds
- **Record speakers/evaluators**
  - If you and a speaker are in-person, they may ask you to record directly to their phone. You can use the club tripod for that.
  - Record via Zoom for remote speakers
    - Make sure to **pin the speaker** before starting the recording
    - Recordings won’t be generated until you leave the meeting (if you’re recording to your local computer), or until the meeting ends (if you’re recording to the Zoom cloud...club officers can help you retrieve these files if necessary!)
- **Share the recordings to the speakers/evaluators**
  - It’s often convenient to share the videos using a file-sharing service like Google Drive, or Dropbox.
  - Delete the files once the speaker has downloaded it (or after a time that you specify; a week is a good timeframe).

---

## ABOUT THE ROLE

You’re here because you’re the Recorder for the upcoming Toastmasters meeting! Recording is an important role - even though it doesn’t involve very much speaking. Watching video of your own speeches is invaluable to growing as a speaker, and the recorder helps create those recordings for members. Additionally, in our increasingly tech-filled world, knowing how to create a good recording can be an invaluable skill for you.

### **The job:**

The Recorder needs to work with speakers to record their speeches. After recording their speeches, the recorder will either return the speakers' phones/cameras to them or send them the video of their speech. The recorder will then delete their copy of the videos.

---

## **BEFORE THE MEETING**

### **1. Confirm your role ASAP when the Toastmaster sends out the group email for confirmations.**

- a. **Similarly, as soon as you know that you can't make the meeting, notify the Toastmaster of the week IMMEDIATELY** so that they can find a replacement for you. (When you're Toastmaster, you will greatly appreciate this practice from any functionaries who have to cancel.)

### **2. Note these details about in-person and remote recording**

- a. **[If you and the speaker are in-person]** Do the in-person speakers have a camera or phone ready to use for recording? (If not, you can offer to use your phone or find a club member at the meeting who has a recording device available)

#### **b. [Online Only] Will the speaker be using slides?**

- i. When recording via Zoom, you do not want to start recording until after the Speaker has started sharing their screen or you may accidentally include people other than the speaker in your video.

#### **c. Ideally, use the Zoom Desktop app (for Mac or PC), otherwise recordings will go to the cloud**

- i. If you record from Zoom on your tablet, phone, or Chromebook), your recordings will go to Zoom Cloud. Contact club officers to get a copy of the files.

### **3. Prepare a few thoughts for your introduction & functionary report**

- a. For the introduction, think of an explanation that would have been useful to hear when you attended your first Toastmasters' meeting as a guest

### **4. Remember that each speaking moment is an opportunity to venture a little bit:**

- a. You can work on explaining the critical information in as few words as possible
- b. You can get a bit creative (like executing a small joke)
- c. You can work on a specific speaking skill you've been wanting to improve on (e.g. eye contact, vocal variety)
- d. That said, please limit your role explanation and functionary report to a minute or less for each

---

## RIGHT BEFORE THE MEETING

**[If you're in-person]** Arrive 10 minutes early and:

1. **Arrange to get the phones from any in-person speakers** who want to record on their phones
2. **Sign into Zoom on your laptop and make sure you have Co-host / Recording abilities** from the Tech Chair / Zoom Master / Sergeant-at-Arms.
3. **Take the seat at the back center spot of the tables, usually next to the Timer.**  
*(This is where we position the Recorder, to ensure you get a good angle on the Speaker.)*
4. **Get the tripod** from the Sergeant-at-Arms as well. Members can mount their personal phones there to record themselves, but you are likely the one who will start the recording. Get familiar with using the tripod if you have some spare minutes.

### **[FOR ONLINE MEETINGS]**

1. **Make sure you have Co-host / Recording abilities from** the Tech Chair / Zoom Master / Sergeant-at-Arms.
- 

## DURING THE MEETING

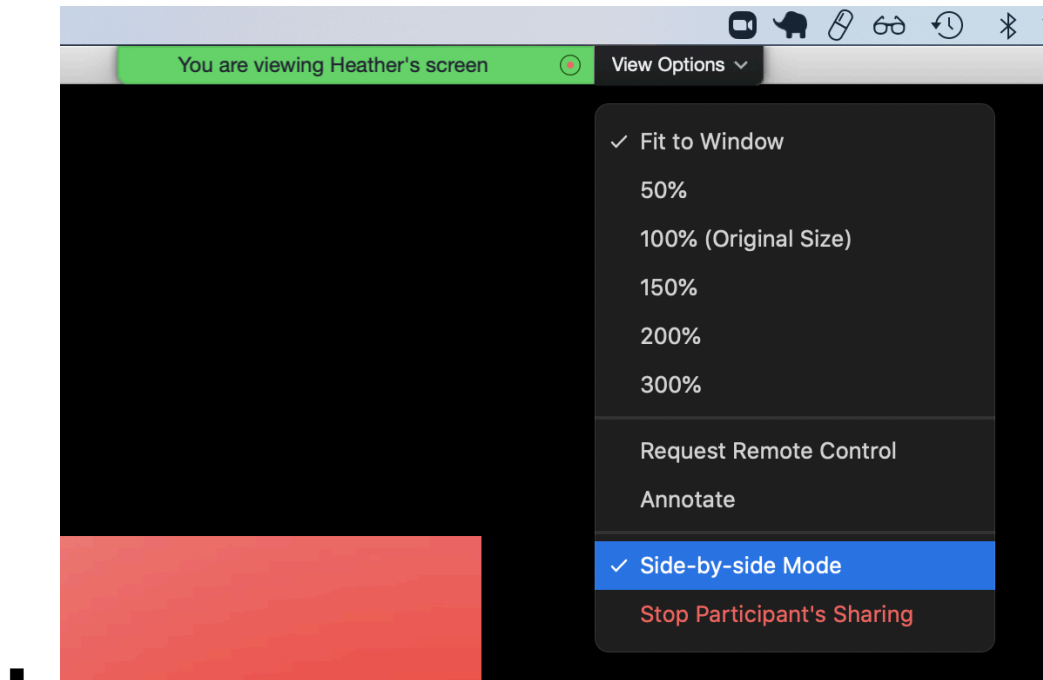
### **Explain the Recorder's role**

When the General Evaluator calls on you to explain your role

- **Explain that you will be recording the meeting.** In general, it helps to explain:
  - Why we recommend speakers record themselves (in order to see their performance, to have a reference for the feedback they get, to document how much they've improved, etc.)
  - **Any signals you will be using to decide when to start recording**
  - Remind in-person speakers to give you the camera they want to be recorded with
  - You will be recording during the prepared speeches section and the recordings will only capture the prepared speakers, but people can turn off their videos during the speaking sections if worried
- **Remind speakers and evaluators that they will be recorded unless they chat you to request no recordings.**

## Record the speeches

- [If you and the speaker are in-person]
  - To make recording easier, set up the speaker's recording device using the tripod.
  - Start recording the speaker as soon as they take the stage and get in place.
  - Do not stop recording until they have shook hands with the Toastmaster and/or left the stage.
- [FOR ONLINE MEETINGS]
  - The steps for recording a Speaker without slides slightly differ from the steps for a Speaker with slides.
  - **Speaker without Slides**
    - **PIN THE SPEAKER'S VIDEO FIRST** to ensure the recording's focus stays on them. Be sure to change who's pinned when recording the next speaker.
    - **Press the record button** at the bottom of the screen to start recording. You can start and stop recording multiple times in one meeting.
      - [screenshot coming soon]
    - **Press the stop button** at the bottom of the screen to stop recording.
  - **Speaker with Slides**
    - You will do all the same steps for a speaker without slides, but with a few additions.
    - **PIN THE SPEAKER BEFORE STARTING**
    - **Do not start recording until AFTER the Speaker has shared their screen.** If the speaker starts or stops sharing their screen, Zoom may accidentally record audience members. Let the speaker know you won't start recording until AFTER they've shared their screen.
    - **(Optional) Keep the video of the speaker pinned and try to use "Side-By-Side" mode to show both their speech and slides.** If you can turn on "Side-by-side Mode" that can make the recording a lot easier to manage for speakers that share a screen. Increase the size of their video to take up half the screen by dragging it - this will make the final video come out better.



---

## AFTER THE MEETING

- **Return the tripod** to the Sergeant-at-Arms
- **Return any recording devices** to their owners.
  - If you used your own camera to record them, figure out how to get the video to them and then delete it once they've confirmed they've received it.

### [FOR ONLINE RECORDINGS]

- When the Zoom call ends, you will be given the option to convert meeting recordings and save them to your device; make sure to allow access.
- **Share the recording videos to the speakers/evaluators**
  - It's often convenient to share the videos using a file-sharing service like Google Drive, or Dropbox. The videos should be added to a **private** folder only accessible by you and the speaker.
  - Reach out to the VPE, SAA, or President if you are unable to find a way to send the videos to the speaker ([mountainviewtoastmastersofficers@googlegroups.com](mailto:mountainviewtoastmastersofficers@googlegroups.com)).
  - If you recorded videos locally, they should be available at:
    - Users/<your name>/Documents/Zoom (or the Windows version)
  - If the recordings went to the Cloud, you may be able to just share that link with the speaker.

- **After the speaker has downloaded their video, delete it.** If you recorded the video on Zoom Cloud, be sure to delete it from there as well or ask one of the officers to ([mountainviewtoastmastersofficers@googlegroups.com](mailto:mountainviewtoastmastersofficers@googlegroups.com)).
  - LINK: <https://zoom.us/recording/management>
  - If a speaker hasn't collected their video after a week, please send them one last reminder before deleting it.