

**MONTGOMERY TRAVELERS SOCCER CLUB**

How to be a Team Veo Producer

UPDATED: 06/10/2024 rjs

ROLE DESCRIPTION: For 3-4 of your home matches each season, you’ll get /set up / return the Veo camera, record the match, generate and upload highlights.

TIME COMMITMENT: Training 1 hour; For each Veo-recorded home match: 1 hour before/after match for setup/ teardown + 2 hours to edit/upload.

SEASON STARTUP:

* In late August, get trained on how to use the Veo system. Check with the Club Veo Producer to get the training.

WEEKLY DURING SEASON:

* If you have an away match, there is nothing to do… we only use Veo at home matches.
* If you have a home match, check the Home Match schedule (\*\*\*add link\*\*\*). Look in the Veo column.
* Note the schedule:
  + If you are not using the Veo that week, you have nothing to do.
  + If you are the first match using the Veo, arrange with your Game Day person (who has a key) to get the Veo from the lockup while the players are warming up.
  + If there is a match before you using the Veo, go to that field while the players are warming up to get the Veo and bring it to your field. (Wait for their match to finish before disturbing the Veo).
  + If there is a match after you using the Veo, expect them to come to your field to get it. If not, plan to go with your Game Day Coordinator to put the Veo away.
* At the field:
  + Get and set up the Veo while the players warm up. The camera must be at least 10 feet from the sideline.
  + Start recording / streaming when the game begins. You can let it keep recording during halftime, or you can stop / restart it.
  + When the game is done, stop recording and put away or wait for the next Producer to take it.
* Afterwards:
  + Edit the game footage and upload it (this will be part of your training).