



Thank you for contacting us about working with us on our multi-lingual projects. The main two projects that could use international help are:

1. We support **The Elfenworks Foundation's** stress-busting "Breathing Butterfly" stress-busting project. We've already covered many common languages, but are always collecting new languages like butterflies.
2. We may be translating the Pastor Fish resources into languages beyond the current English, Russian, Spanish and Ukrainian.
3. We are collecting Lord's Prayer recordings for our NHM Ministrants efforts... With over 70 versions so far, a DVD, and a podcast, this project has been popular because the printed texts are easily available. Even so, if you get involved, we'll need a translation worksheet to help us in our edits when creating a subtitled/translated presentation.

If you're interested to help with one or more of these projects, why not visit those pages. If you don't find your language there, then we probably haven't recorded it yet. It's possible that we've recorded it and haven't gotten around to posting it yet, which is why contacting us is the very first step. Before the field recording process even begins, familiarize yourself with the project that interests you. Avoid wasted work... please contact us before taking further action. On contacting us, you'll be given scripts in English and a release form, and we'll explain how you can get the file to us based on file size. Follow our Field Recording Steps to Success.

FIELD RECORDING STEPS TO SUCCESS.

****RIGHT BEFORE RECORDING****

- a) Decide on your recording location and time. Try to schedule the recording at a time when it's okay to turn off / unplug noisy equipment. Bring what you'll need into the location, then add sound-muffling help, such as blankets below doorways. We use an acoustical *back-baffle*. If you have one, use it - it really works!
- b) Set your recorder to 48K 24-bit mono setting. Contact us if you have difficulty with this.
- c) Keep interference from electronics, powered devices and lights to a minimum with these steps:
 - o Power off any cell phones and handheld devices (with the exception of the recorder).
 - o Turn off fluorescent lights in the immediate area.
 - o Turn off/unplug noisy equipment.
 - o Unplug or disable the ringer on any land-line phones.
- d) Close doors to other rooms.
- e) Put up a sign that says, "Recording in Progress!" to help keep others from disturbing you.
- f) Be prepared. Make sure your text printout is big and clear, easy to read. This helps avoid stumbles, errors, and wasted recording sessions.

****DURING RECORDING****

- a) Give us a "taste" of what the room itself sounds like, before you start talking. Do this every time you stop and start again. This sound snippet of just the room itself will improve the effectiveness and quality of our noise reduction filters, when editing the audio into its final form. To give us "room noise," you can say "*room noise*," then be quiet to "capture" some of that important "room noise." This means you should not talk or shuffle papers. Stay still for 10 seconds - maybe even holding your breath. Then say, "*end of room noise*" and start your recording right away. The room noise needs to be part of the same recording as the thing you are recording. They shouldn't be two separate tracks.
- b) We need "room noise" at the end, also. As you finish, don't just jump up and turn off the recorder. Wait, and count in your head "1 - 2 - 3" before getting up or turning off the recorder.
- c) Give us a way to follow along, by either planning to speak each sentence in English then your new language or noting where you are in the script.
- d) Speak clearly and understandably. Not too fast or slow. Consider your audience. If you are recording a script for kids, speak in "motherese" (in a gentle and kindly way to children). If a prayer, speak prayerfully.
- e) If your language is difficult for us to follow by reading along, please give us two versions: one version where you say the whole thing through, and another version where you say one sentence, then explain that sentence in English. By interspersing English like this, you will help us figure out where we are.
- f) Always get a second recording. People are usually tense the first time. Once they're sure they've got one good recording done, they relax and tend to do an even better job the second time.
- g) Play it back. Did it sound good? If it's too low, or too high and sounds harsh and full of static, start again, following all the steps outlined in this document.

Thank you in advance!

The Elves of Elfenworks Productions, LLC