Creating Hyperlocal Videos of City and State Updates

1. **Planning & Creating Script**
   - The community concern or urgent message is identified.
   - A timeline is created to plan out the video recording.
   - Key languages are identified. (Sometimes, it is only plausible to record in the most-needed languages).

2. **Sharing with Interpreter, Translation, and Validation**
   - A team member writes, revises and approves the script (in English) and seeks review, feedback and approval from the broader team. (Ideally, a meeting is set up to finalize the script.)
   - Scripts are backed up with credible info from trusted sources, in bullet points, and easy to translate while leaving space for the interpreter to add cultural nuances.

3. **Recording & Editing**
   - The final draft of the script is shared with a translator/interpreter, who will translate it and read it aloud for a video recording. Also share with the translator/interpreter:
     a) Expected timeline
     b) Expected languages (if the interpreter speaks more than one language)
     c) An initial idea of when and where the video will be recorded (this is then confirmed with the interpreter after the translation is complete)
     d) Appropriate compensation
   - The recording should be done in a quiet location with good lighting. During the recording, it is important to abide by COVID-19 regulations. The amount of time it takes between sending the interpreter the script and the interpreter recording the video varies according to their availability.

4. **Dissemination**
   - The video recordings are edited.
   - One or two videos are shared via WhatsApp, SMS, or email. Usually, the videos are accompanied by the following text:
     "Hello X, this is [X name with the IRC]. I am sending you this video because [explanation]. Please share this with your community/network."
     You can download WhatsApp onto your desktop and copy/paste the script and video link (if there is one).
     - It is usually helpful to send the translated name of the video and a short description.

Timeline:
- Planning & Creating Script: 3-4 days (or 1-2 days if urgent)
- Sharing with Interpreter, Translation, and Validation: 2-4 days (1-2 days if urgent) for sharing and translation, 1-2 days for validation depending on the interpreter's availability
- Recording & Editing: Approx. 15-30 mins for recording, Approx. 30-60 mins for editing (may take longer depending on length and number of videos)
- Dissemination: Timeline varies

Make sure to be flexible with the interpreter's schedule.

Keep an eye out for updates from CDC, as the contents of the script may need readjusting as guidelines and information change.