

Subject: RE: Tripod Repair Request

Date: Friday, June 28, 2019 at 6:51:43 AM Pacific Daylight Time

From: Norm Dutcher

To: Hargreaves, Stephen GCPE:EX

Stephen,

Good news that you found the other one..

Here are the directions for getting Service from us:

WHAT TO DO WHEN SERVICE IS NEEDED

Step1: Package the product and relevant accessories carefully, using ample padding materials and a sturdy mailing container to prevent damage in transit.

Step2: Include in package:

- a. Complete name, return address and daytime telephone number (fax number and e-mail address optional).
- b. Detailed description of the problem.
- c. Where practical, a sample evidencing the problem.
- d. For warranty repairs, a copy of the dated sales slip of original purchase.

Step 3: Return the item, freight prepaid and insured to:

Gentec International
90 Royal Crest Court
Markham, ON, L3R-9X6

Gentec Service Department's hours of operation are Monday to Friday, 8:30 a.m. to 5:00 p.m.

During these hours, the Service Department can be reached by telephone at 905-513-7733, by fax at 905-415-9715 or by e-mail at service@gentec-intl.com

Norm Dutcher | Manager Service | Gentec International
ndutcher@gentec-intl.com | www.gentec-intl.com | Ph: 905.513.7733 ext 375
90 Royal Crest Court, Markham, On, Canada L3R 9X6

-----Original Message-----

From: Hargreaves, Stephen GCPE:EX <Stephen.Hargreaves@gov.bc.ca>

Sent: Thursday, June 27, 2019 3:06 PM

To: Norm Dutcher <ndutcher@gentec-intl.com>

Subject: Tripod Repair Request

Hi Norm,

I sorted out the issue with our missing tripod (turns out it was misplaced in our office).

I've got another tripod that needs to be repaired. Could you please direct me to process needed to file another repair request?

Thanks,

Stephen Hargreaves

Video Producer | Digital Communications

Gentec International www.gentec-intl.com

One of Canada's Best Managed Companies

The information transmitted in this email is intended only for the person or entity to which it is addressed and may contain confidential, proprietary and/or privileged material. Any review, retransmission, dissemination or other use of or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. Because e-mail can be altered electronically the integrity of this communication cannot be guaranteed .If you received this in error please contact the sender.

Subject: Tripod Repairs Required
Date: Thursday, June 27, 2019 at 12:12:40 PM Pacific Daylight Time
From: Hargreaves, Stephen GCPE:EX
To: Hargreaves, Stephen GCPE:EX
Attachments: image1.jpeg, image2.jpeg, image3.jpeg

Manfrotto 501 head:

- Tilt drag knob was lost, requires replacement and possible issues as a result of temp "repair" using bolt
- Arm rosettes could use reworking as they are worn out
- Shoe/plate locking knob is a bit loose





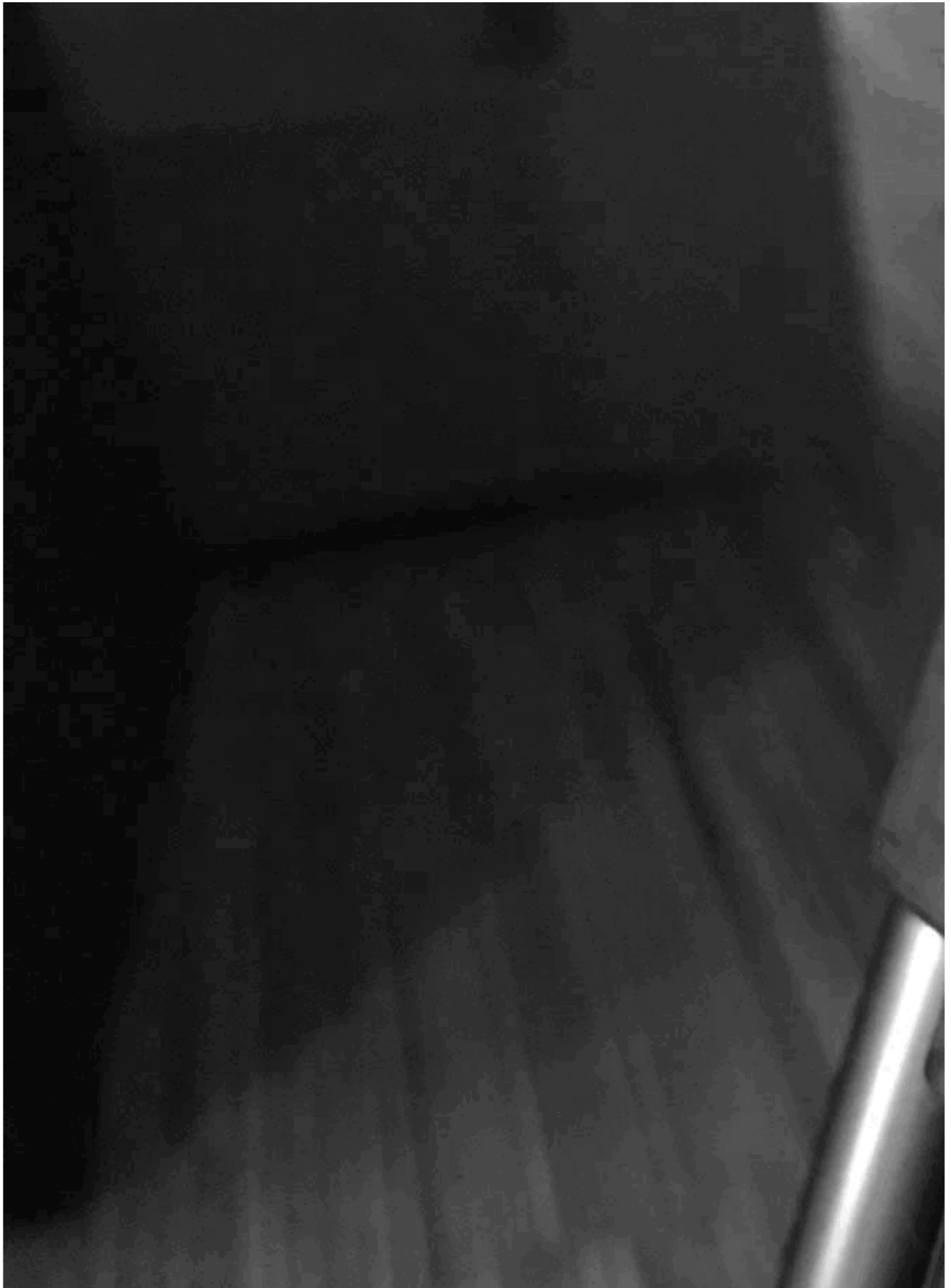




Manfrotto 525MVB supports:

- Damaged latch on one leg needs to be replaced
- General cleaning and upkeep on leg supports







Sent from my iPhone

Subject: FW: MKC photo
Date: Thursday, June 27, 2019 at 12:07:40 PM Pacific Daylight Time
From: Brown, Edena MCF:EX
To: Hargreaves, Stephen GCPE:EX
CC: Gunn, Paula MCF:EX, Perry, Alisma, MCF:EX
Attachments: 20190627113237.pdf

Here is the page of the book with MKC's picture as a steam engineer.

If you would like this in a different format let me know. 😊

Cheers,
Edena

Edena Brown

Executive Assistant to Hon. Katrine Conroy

Minister of Children and Family Development and Minister Responsible for CBT, CPC and CRT

Cell: 250-480-8627 Email: Edena.Brown@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration

Subject: Case #TT42306: EnGo shows red battery icon.

Date: Thursday, June 27, 2019 at 12:07:37 PM Pacific Daylight Time

From: Dejero Labs Inc.

To: Hargreaves, Stephen GCPE:EX

Hi Stephen:

Please follow the procedure in article [KB615](#) to stack charge the internal battery.

<https://support.dejero.com/hc/en-us/articles/360026703051-KB615-Internal-battery-on-an-EnGo-shows-a-Red-X>

Thank you.

Oscar

Subject: DIRECT DEPOSIT CONFIRMATION

Date: Wednesday, June 26, 2019 at 12:55:36 PM Pacific Daylight Time

From: Province.of.British.Columbia@guinness.cas.gov.bc.ca

To: Hargreaves, Stephen GCPE:EX

PLEASE DO NOT RESPOND TO THIS EMAIL

The Government of BC will make the following payment to you via Electronic Funds Transfer on the deposit date below.

Deposit Date: Jul 02, 2019
Deposit Amount: \$948.96
Supplier Name: HARGREAVES, STEPHEN
Supplier Number: s.22
Supplier Location: HOME
Issuing Ministry: FI

Payment Number: 00009909139

----- Invoice 1 -----

Invoice Number: ER22659647
Invoice Date: Apr 12 2019
Invoice Amount: 462.51
Description: Travel Expense Reimbursement
Premier's visit to Powell River

----- Invoice 2 -----

Invoice Number: ER22700935
Invoice Date: May 28 2019
Invoice Amount: 89.09
Description: Travel Expense Reimbursement
BC Housing Nanaimo Shoot

----- Invoice 3 -----

Invoice Number: ER22700938
Invoice Date: May 24 2019
Invoice Amount: 397.36
Description: Travel Expense Reimbursement
Minister Katrine Conroy - Profile Video

For payment inquiries, please contact your ministry accounts payable office.

Note: Using courier font to view this message may improve alignment.

***** End of Message *****

Subject: releases
Date: Monday, June 24, 2019 at 2:27:26 PM Pacific Daylight Time
From: SHARGREA
To: Hargreaves, Stephen GCPE:EX
Attachments: Scan_20190624.pdf

Subject: BC Visual Identity & Corporate Identity Guidelines Website

Date: Friday, June 21, 2019 at 12:07:38 PM Pacific Daylight Time

From: Pratt, Andrew GCPE:EX

We are pleased to inform you the BC Government **BC Visual Identity Program** assets and guidelines have been refreshed and are now found on the BC government website.

Logo files, program lockups and other resources can be downloaded from an accessible location. Be sure to bookmark this link and share it with your program partners.

BC Visual Identity Program

Do you have questions about the BC Identity program? Find your answers here. The website will be updated as new brand materials and guidelines are introduced.

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/policies-procedures/bc-visual-identity>

Graphic Design Requests

Remember, graphic design requests can be made through your Ministry GCPE Communications shop. The GCPE Graphics Request System make it quick and easy!

(Ensure you have final content and project details before submitting your request.)

<http://gdu.gcpe.gov.bc.ca/>

Please feel free to contact the GCPE Graphic Communications director or design staff via email with any questions regarding the BC Visual Identity Program and guidelines.

[Andrew Pratt](#)

[Cal Jones](#)

[Tara Kerner](#)

[Carie Miller](#)

[Jackie Kelly](#)

Sincerely

The Graphic Communications Division

Government Communications and Public Engagement (GCPE)
Province of British Columbia

Andrew Pratt

Director, Graphic Communications
Government Communications and Public Engagement
4th floor, 617 Government Street, Victoria, BC V8W 9V1
T: 250 356-8120

[Graphic Design Requests](#)

[BC Visual Identity Program Guidelines](#)

Subject: Re: Videographer request: Supportive housing success story
Date: Friday, June 21, 2019 at 9:36:37 AM Pacific Daylight Time
From: Hargreaves, Stephen GCPE:EX
To: D'souza, Pamela GCPE:EX
CC: Hanuman, Heron GCPE:EX, Leslie, Lisa GCPE:EX, Harbord, Darren GCPE:EX, Hardin, Karl GCPE:EX

I certainly haven't come across any in my work, but I can inquire with BC Housing.

Stephen Hargreaves

Video Producer | Digital Communications
Government Communications and Public Engagement
Province of British Columbia
250.886.7687

From: "D'souza, Pamela GCPE:EX" <Pamela.Dsouza@gov.bc.ca>
Date: Friday, June 21, 2019 at 12:35 PM
To: "Hargreaves, Stephen GCPE:EX" <Stephen.Hargreaves@gov.bc.ca>
Cc: Heron Hanuman <Heron.Hanuman@gov.bc.ca>, "Leslie, Lisa GCPE:EX" <Lisa.Leslie@gov.bc.ca>, "Harbord, Darren GCPE:EX" <Darren.Harbord@gov.bc.ca>, Karl Hardin <Karl.Hardin@gov.bc.ca>
Subject: Re: Videographer request: Supportive housing success story

Thanks Stephen,

One more suggestion on the last point...

Do we have an image or b-roll of the tent city itself...something to show the contrast because people may forget what the alternative could be...and was.

Thanks

Pam

Pamela D'souza
250-896-3755

On Jun 21, 2019, at 9:24 AM, Hargreaves, Stephen GCPE:EX <Stephen.Hargreaves@gov.bc.ca> wrote:

Hi Pamela,

I've addressed the notes in red below. I'll forward the request to our editor asap.

Thanks,
Stephen

From: D'souza, Pamela GCPE:EX
Sent: Wednesday, June 19, 2019 3:21 PM
To: Harrison, Stephen J MAH:EX
Cc: Hanuman, Heron GCPE:EX; Hardin, Karl GCPE:EX; Leslie, Lisa GCPE:EX; Harbord, Darren GCPE:EX
Subject: FW: Videographer request: Supportive housing success story

Hi Stephen,

Below is the feedback on the video from our MO:

s.13

Please let us know if there is more footage to help flesh out the story a bit better.

Thanks
Pam

From: Hargreaves, Stephen GCPE:EX
Sent: June 19, 2019 7:29 AM
To: D'souza, Pamela GCPE:EX <Pamela.Dsouza@gov.bc.ca>
Cc: Hanuman, Heron GCPE:EX <Heron.Hanuman@gov.bc.ca>; Leslie, Lisa GCPE:EX <Lisa.Leslie@gov.bc.ca>; Hardin, Karl GCPE:EX <Karl.Hardin@gov.bc.ca>
Subject: Re: Videographer request: Supportive housing success story

Sorry about that, let's try this link:
<https://spaces.hightail.com/receive/MtP0dFjpzP>

Thanks,
Stephen Hargreaves
Video Producer | Digital Communications
Government Communications and Public Engagement
Province of British Columbia
250.886.7687

From: "D'souza, Pamela GCPE:EX" <Pamela.Dsouza@gov.bc.ca>
Date: Wednesday, June 19, 2019 at 6:50 AM
To: "Hargreaves, Stephen GCPE:EX" <Stephen.Hargreaves@gov.bc.ca>

Cc: Heron Hanuman <Heron.Hanuman@gov.bc.ca>, "Leslie, Lisa GCPE:EX" <Lisa.Leslie@gov.bc.ca>, Karl Hardin <Karl.Hardin@gov.bc.ca>
Subject: Re: Videographer request: Supportive housing success story

Hi Stephen,

Thanks for this. Looks like I need a username and password to view.

Can you please resend in a different view or perhaps give me the access info?

Thanks Stephen, looking forward to seeing it.

Pam

Pamela D'souza
250-896-3755

On Jun 19, 2019, at 6:23 AM, Hargreaves, Stephen GCPE:EX <Stephen.Hargreaves@gov.bc.ca> wrote:

Hi Pamela,

Here is a link to the first cut of Susan's story:

s.15

It still needs to be polished up a bit, but the general structure of the story is in place.

If you have any notes or comments, please let me know!

Thanks,

Stephen Hargreaves

Video Producer | Digital Communications
Government Communications and Public Engagement
Province of British Columbia
250.886.7687

From: "D'souza, Pamela GCPE:EX" <Pamela.Dsouza@gov.bc.ca>

Date: Wednesday, June 12, 2019 at 1:14 PM

To: "Hargreaves, Stephen GCPE:EX" <Stephen.Hargreaves@gov.bc.ca>

Cc: Heron Hanuman <Heron.Hanuman@gov.bc.ca>, "Leslie, Lisa GCPE:EX" <Lisa.Leslie@gov.bc.ca>

Subject: RE: Videographer request: Supportive housing success story

Yes please as our MO is anxiously awaiting some supportive housing stories.

Let us know what you need from us to expedite on your end.

As soon as you are ready with a draft, we can provide feedback.

Thanks

Pam

Pamela D'souza | A/manager
Ministry of Municipal Affairs and Housing
Government Communications and Public Engagement
Desk: 778.698.8228 | Mobile: 250.896.3755

From: Hargreaves, Stephen GCPE:EX
Sent: June 12, 2019 1:12 PM
To: D'souza, Pamela GCPE:EX <Pamela.Dsouza@gov.bc.ca>
Cc: Hanuman, Heron GCPE:EX <Heron.Hanuman@gov.bc.ca>; Leslie, Lisa GCPE:EX <Lisa.Leslie@gov.bc.ca>
Subject: Re: Videographer request: Supportive housing success story

Hi Pamela,

We haven't begun work on it yet, would you like us to get started on the piece now?

When would you like to see something by?

Thanks,
Stephen

From: "D'souza, Pamela GCPE:EX" <Pamela.Dsouza@gov.bc.ca>
Date: Wednesday, June 12, 2019 at 11:55 AM
To: "Hargreaves, Stephen GCPE:EX" <Stephen.Hargreaves@gov.bc.ca>
Cc: Heron Hanuman <Heron.Hanuman@gov.bc.ca>, "Leslie, Lisa GCPE:EX" <Lisa.Leslie@gov.bc.ca>
Subject: RE: Videographer request: Supportive housing success story

Hi Stephen,

Checking in on the Nanaimo supportive housing video.

There are some stories coming out of Nanaimo and the MO is keen to get the perspective of housing residents to provide context to the narrative.

Thanks

Pam

Pamela D'souza | A/manager
Ministry of Municipal Affairs and Housing
Government Communications and Public Engagement
Desk: 778.698.8228 | Mobile: 250.896.3755

From: Hargreaves, Stephen GCPE:EX
Sent: June 5, 2019 10:52 AM
To: D'souza, Pamela GCPE:EX <Pamela.Dsouza@gov.bc.ca>
Cc: Duncan, Michael GCPE:EX <Michael.Duncan@gov.bc.ca>; Hanuman, Heron GCPE:EX <Heron.Hanuman@gov.bc.ca>
Subject: Re: Videographer request: Supportive housing success story

Hi Pam,

Following up on my shoot in Nanaimo – it went fairly well!

I wanted to know what your timeline is for this piece because we have a backlogged slate of projects to edit and if this does not need to be finished soon, we'd like to keep it in house.

Please let me know if this one is ok to put on the backburner for now. If not, we'll arrange something to get it moving!

Thanks,
Stephen

From: "D'souza, Pamela GCPE:EX" <Pamela.Dsouza@gov.bc.ca>
Date: Monday, May 27, 2019 at 5:43 PM
To: "Hargreaves, Stephen GCPE:EX" <Stephen.Hargreaves@gov.bc.ca>, Heron Hanuman <Heron.Hanuman@gov.bc.ca>
Cc: "Duncan, Michael GCPE:EX" <Michael.Duncan@gov.bc.ca>
Subject: RE: Videographer request: Supportive housing success story

Hi Stephen,

I was under the impression that you had already been in touch with Jeremy Lye from BC Housing for the logistics.

Can you and Michael connect to make sure that has been done?

Otherwise, the contact at BC Housing is Jeremy Lye at 604-454-5443 or cell ^{s.22}
s.22 jllye@bchousing.org

Can you please close the loop to let us know if you have the information as now I'm nervous.

Thanks

Pam

Pamela D'souza | A/manager

From: Hargreaves, Stephen GCPE:EX
Sent: May 27, 2019 5:38 PM
To: Hanuman, Heron GCPE:EX <Heron.Hanuman@gov.bc.ca>
Cc: Duncan, Michael GCPE:EX <Michael.Duncan@gov.bc.ca>; D'souza, Pamela GCPE:EX <Pamela.Dsouza@gov.bc.ca>
Subject: Re: Videographer request: Supportive housing success story

Hi everyone,

I've still yet to receive details. Can anyone confirm the start time?

Thanks,
Stephen

Sent from my iPhone

On May 27, 2019, at 1:16 PM, Hanuman, Heron GCPE:EX
<Heron.Hanuman@gov.bc.ca> wrote:

Hi Michael,

Slight update on tomorrow's shoot. We will be sending Stephen from our team up to shoot instead of a contractor.

H

From: "Duncan, Michael GCPE:EX" <Michael.Duncan@gov.bc.ca>
Date: Thursday, May 9, 2019 at 2:50 PM
To: "GCPE Video Request GCPE:EX" <videorequest@gov.bc.ca>
Cc: "D'souza, Pamela GCPE:EX" <Pamela.Dsouza@gov.bc.ca>
Subject: RE: Videographer request: Supportive housing success story

Hello,

I am following up on the previous email to see if you will be able to accommodate our videographer request, below.

Thanks,

Michael

From: Duncan, Michael GCPE:EX

Sent: May 8, 2019 11:46 AM

To: GCPE Video Request GCPE:EX <videorequest@gov.bc.ca>

Cc: D'souza, Pamela GCPE:EX <Pamela.Dsouza@gov.bc.ca>

Subject: Videographer request: Supportive housing success story

Hello,

We would like to request videographer support to interview and shoot a supportive housing success story in Nanaimo. The interview would be with a woman named s.22
s.22

The video would help to improve acceptance of the supportive modular housing in the community and would highlight the success of the housing model for other communities.

The resident is available for the interview/filming on the morning of May 22nd or 23rd.

Thanks,

Michael

Michael Duncan | Public Affairs Officer
Ministry of Municipal Affairs and Housing, Province of British Columbia
250 208-6184
michael.duncan@gov.bc.ca

Page 22 to/à Page 23

Withheld pursuant to/removed as

NR

Subject: DIRECT DEPOSIT CONFIRMATION

Date: Thursday, June 6, 2019 at 1:04:44 PM Pacific Daylight Time

From: Province.of.British.Columbia@guinness.cas.gov.bc.ca

To: Hargreaves, Stephen GCPE:EX

PLEASE DO NOT RESPOND TO THIS EMAIL

The Government of BC will make the following payment to you via Electronic Funds Transfer on the deposit date below.

Deposit Date: Jun 11, 2019

Deposit Amount: \$448.22

Supplier Name: HARGREAVES, STEPHEN

Supplier Number: s.22

Supplier Location: HOME

Issuing Ministry: FI

Payment Number: 00009868345

Invoice Number: ER22659662

Invoice Date: Apr 24 2019

Invoice Amount: 448.22

Description: Travel Expense Reimbursement

Premier's tour through Castlegar and Slo

For payment inquiries, please contact your ministry accounts payable office.

Note: Using courier font to view this message may improve alignment.

***** End of Message *****

Subject: RE: Government Video Participant Ideas
Date: Wednesday, June 5, 2019 at 11:27:50 AM Pacific Daylight Time
From: Kropp, Roxanne GCPE:EX
To: Togneri, Cassandra GCPE:EX, Hargreaves, Stephen GCPE:EX

Nope, good points Cass. Thanks!

Roxanne Kropp
Public Affairs Officer
Government Communications & Public Engagement
Ministry of Social Development and Poverty Reduction
250-889-9742

From: Togneri, Cassandra GCPE:EX
Sent: June 5, 2019 11:07 AM
To: Kropp, Roxanne GCPE:EX <Roxanne.Kropp@gov.bc.ca>; Hargreaves, Stephen GCPE:EX <Stephen.Hargreaves@gov.bc.ca>
Subject: RE: Government Video Participant Ideas

I think questions that can open up the bigger picture of the distribution centre like “why is food security a great starting point for poverty reduction or improved social inclusion”, “can you speak to value of all these organizations working together as opposed to separately” - leading questions like that. Does that make sense?

If you guys talked on the phone already, sorry for jumping in.
Cass

From: Kropp, Roxanne GCPE:EX
Sent: June 5, 2019 9:32 AM
To: Hargreaves, Stephen GCPE:EX <Stephen.Hargreaves@gov.bc.ca>
Cc: Togneri, Cassandra GCPE:EX <Cassandra.Togneri@gov.bc.ca>
Subject: RE: Government Video Participant Ideas

Hi Stephen,

It definitely is a long list. If it comes down to two people, I'd recommend:

- **Rudi Wallace, Victoria Foundation** ^{s.13}
 - Question suggestions:
 - How do you see the distribution centre helping with the Victoria food economy now that the Mustard Seed owns it?
 - What are some of the biggest concerns around food security in the greater Victoria area right now?
 - What makes this centre and the Food Share Network so innovative and exciting?
 - How has provincial funding helped in this work?
- **Matthew Kemshaw, LifeCycles** ^{s.13} he's the chair of the Food Share Network, which is the larger group of organizations that are using the centre)

- Question suggestions:
 - Any of the above questions work here too.
 - How will the distribution centre support Food Share Network partners?
 - Where do you see the future of the Food Share Network going?
- If possible, **Derek Pace, Mustard Seed** (He's the ED of the Mustard Seed who are running the centre as a partner in the Food Share Network)
 - Question suggestions:
 - What do you see for the future of the centre?
 - How will the centre help the Mustard Seed?
 - How has the BC government grant supported your work here?

Let me know if you need anything else.

Thanks,

Roxanne Kropp
Public Affairs Officer
Government Communications & Public Engagement
Ministry of Social Development and Poverty Reduction
250-889-9742

From: Hargreaves, Stephen GCPE:EX
Sent: June 5, 2019 9:24 AM
To: Kropp, Roxanne GCPE:EX <Roxanne.Kropp@gov.bc.ca>
Cc: Togneri, Cassandra GCPE:EX <Cassandra.Togneri@gov.bc.ca>
Subject: Re: Government Video Participant Ideas

Hi Roxanne,

Thanks for this. It's quite a long list, so if it came down to doing a quick interview with two individuals, who would you choose?

Also, what kinds of questions would you like me to ask the individuals?

Thanks,
Stephen

Sent from my iPhone

On Jun 5, 2019, at 9:14 AM, Kropp, Roxanne GCPE:EX <Roxanne.Kropp@gov.bc.ca> wrote:

Hi Stephen,

Sorry for the delay.

I've attached the now final EP so you can see the flow of events tomorrow morning. Here's the list of suggested people to speak with (it was curated by Victoria Foundation). They are working on contacting them all today to let them know that you will be interviewing them.

- **Rudi Wallace** — Victoria Foundation (he's our main contact for Victoria Foundation and

will be a great resource if you have any questions tomorrow/trouble finding people to interview).

- **Derek Pace** — Mustard Seed (Speaker at the event tomorrow and the Executive Director)
- **Matthew Kemshaw** – LifeCycles Project Society and Chair of Food Share **Network** (speaker at the event tomorrow)
- **Daisy Orser** – Root Cellar
- **Tammy Averill** – Country Grocer
- **Robert Jay** – Fairway Markets
- **Linda Geggie** – CR-FAIR
- **Elyse Kuwert** – Vancity
- **Chris Hammer**– Camosun College

Let me know if you have any other questions!

Thanks,

Roxanne Kropp
Public Affairs Officer
Government Communications & Public Engagement
Ministry of Social Development and Poverty Reduction
250-889-9742

<EP - Food Security - 6 Jun 2019 - FINAL.docx>

Subject: FW: Government Video Participant Ideas
Date: Wednesday, June 5, 2019 at 9:14:45 AM Pacific Daylight Time
From: Kropp, Roxanne GCPE:EX
To: Hargreaves, Stephen GCPE:EX
CC: Togneri, Cassandra GCPE:EX
Attachments: EP - Food Security - 6 Jun 2019 - FINAL.docx

Hi Stephen,

Sorry for the delay.

I've attached the now final EP so you can see the flow of events tomorrow morning. Here's the list of suggested people to speak with (it was curated by Victoria Foundation). They are working on contacting them all today to let them know that you will be interviewing them.

- **Rudi Wallace** — Victoria Foundation (he's our main contact for Victoria Foundation and will be a great resource if you have any questions tomorrow/trouble finding people to interview).
- **Derek Pace** — Mustard Seed (Speaker at the event tomorrow and the Executive Director)
- **Matthew Kemshaw** — LifeCycles Project Society and Chair of Food Share **Network** (speaker at the event tomorrow)
- **Daisy Orser** — Root Cellar
- **Tammy Averill** — Country Grocer
- **Robert Jay** — Fairway Markets
- **Linda Geggie** — CR-FAIR
- **Elyse Kuwert** — Vancity
- **Chris Hammer**— Camosun College

Let me know if you have any other questions!

Thanks,

Roxanne Kropp
Public Affairs Officer
Government Communications & Public Engagement
Ministry of Social Development and Poverty Reduction
250-889-9742

Subject: Greeting Videos - Things to Remember

Date: Tuesday, June 4, 2019 at 1:15:31 PM Pacific Daylight Time

From: Hargreaves, Stephen GCPE:EX

To: Thind, Herman GCPE:EX

CC: Hanuman, Heron GCPE:EX, Zuzalek, Karolinka GCPE:EX

Hey Herman,

I've been told that you're going to shoot some greeting videos for us in Vancouver. That's great, thanks for helping out.

Of course, the best practices for good lighting, choice of location, and framing are all good to keep in mind; we have a few specifics that I thought would be worth mentioning.

Here they are:

- **Mic placement and neatness is absolutely key**
 - Make sure the mic cable is not visible at all
 - Unless needed, do not use a windscreen (only use one if shooting outside), as this makes the microphone larger and more distracting
 - Definitely do not use a fluffy wind screen in any circumstance
- **Placement of subject in frame**
 - Have the speaker centered in the frame, with adequate headroom
 - Frame navel up
 - No matter what the wishes of the speaker are, do not have them stand near a wall, there should be separation between them and the background
- **Speaker body position**
 - Shoulders should be square to camera
 - Look directly at lens
 - Arms neutral at sides (not on hips, etc.)
- **Camera preferences**
 - Should be shot at 23.976 (24p) fps
 - Flat video profile
 - Lens should be as open as possible, to create a soft background
 - Do not use a wide angle lens, ~50mm if preferable
 - Camera height should be adjusted so the lens is just under eye level

I'm trying to standardize our look, so I hope these suggestions are helpful.

Thanks again,
Stephen

Subject: Wildfire PSA - For Review

Date: Monday, June 3, 2019 at 4:18:58 PM Pacific Daylight Time

From: Hargreaves, Stephen GCPE:EX

To: Hardin, Karl GCPE:EX, Aaron, Sage PREM:EX

Hi all,

Here is the updated version of the PSA:

<https://spaces.hightail.com/receive/YZS43PdKND>

Thanks,
Stephen