

## HOW TO RECORD YOUR STORY

Record yourself using your Smartphone or ask someone to record you saying:

- ▶ One sentence about **why the Sustainable Development Goals are important for your city**
- ▶ One sentence about **what are the initiatives you are undertaking to #Act4SDGs**
- ▶ Try to limit it to around 50-60 words

### Helpful tips:

- ▶ Hold your phone camera horizontally
- ▶ Look directly into the camera when speaking
- ▶ Location can be anywhere you like but try to record the video in a quiet environment
- ▶ Be close to the camera/ phone so the sound of your voice is properly recorded (1meter)
- ▶ Keep your statements short and simple and keep to the two sentences
- ▶ Script: Try to underline your city and the activity or action that is being carried out
- ▶ We kindly ask you to speak in one of the official languages of the organization: English, Spanish or French

**Please send your video by September 12th to [communication@uclg.org](mailto:communication@uclg.org).**  
You can send it directly via email or use an upload service like [WeTransfer](#).