



Mālo ni, Fakaalofa lahi atu, Kia orāna, Tālofa lava, Mālō e lelei, Talofa, Noa'ia, Ni sa bula vinaka, Mauri, Tēnā koutou katoa and greetings to you all.

We've developed this step-by-step guide to help you prepare your Dawn Raids stories.

If you need more help after following this guide, please email the Vaka of Stories team at vakaofstories@mpp.govt.nz.

Preparing your story

Making a video or audio recorded story

Step 1: Plan your story

- It is often useful to write some notes or key points to help guide you. This might include information on where you were and when, who was with you, what happened, how you felt, and what impact it had on you and/or your family.
- Gather anything or anyone who might help you to tell your story.
- Plan the length of your story. You will want to keep your recordings manageable and quick to upload. A 1-minute video can be 70mb-100mb, a 5-minute video between 350-500mb!

Step 2: Find a quiet and comfortable place where you won't be disturbed

- **Video:** position yourself where there is soft light facing you, rather than behind.
- **Audio:** find a comfortable and quiet place to sit. This could be a bedroom with the doors and windows closed.

Step 3: Prepare your device to record (see the tips below)

- Make sure your device is fully charged and check it has plenty of storage space.
- Use a clean, soft cloth to clean your camera lens.
- Close any background apps on your device and switch it to Airplane mode. This will stop notifications, etc. coming through and interrupting your recording.
- Remove your device case and mount your device horizontally on a tripod or other solid surface to keep it stable while recording.
- Connect an external microphone if possible. If you have a small microphone, clip it on to clothing on the chest near the speaker's mouth.

Step 4: Make your recording

- Do a short test recording to check the audio is clear and is a good volume and lighting is good without heavy shadows on your face.
- Include at the start or end of your recording a separate section where you tell us your name and contact information. This will be edited out before it is shared publicly but helps us to keep track of your story during the processing stages.
- Take a few deep calming breaths and shake out your arms and shoulders to relax.
- Record your story and save it somewhere safe and easy for you to access.



Photo /image story

- You can provide hard copies or digital copies of photos/images.
- Create captions for each image. Include:
 - the name of the person who created the image (if known)
 - if you have the copyright owner's permission to share the image/s
 - date and location where the image/s were taken/created (approximately)
 - name/s of anyone featured in the photo/image
- Write the captions carefully on the back of hard copies.
- For digital images, please supply the original scans and place each into a document with the captions underneath. Include this file with your images when you upload.

Writing a story

- Choose a format and structure that suits you. You may want to handwrite or use a computer or have someone author it for you.
- You may also want to include images or photographs in your story. If so, please include captions with these:
 - the name of the person who created the image (if known)
 - if you have the copyright owner's permission to share the image/s
 - date and location where the image/s were taken/created (approximately)
 - name/s of anyone featured in the photo/image
- At the end of your story, please include your name, the author's name (if different), date written, and your contact details.

Share your stories

- Please see our guide on the [Vaka of Stories website](#) on how to upload and share your stories.