



Digital Showcase Project Checklist

During Part II of the Our American Voice program, you will be working on affecting change on your chosen issue. You will also create a digital showcase project that highlights your issue, your plan to tackle it, and the work you accomplished to address the issue.

Presentation options are listed below.

Digital story: a series of digital slides containing visuals, text, and sometimes audio and arranged to tell a story.

Video: a digital video; possible presentation formats include documentary, news story, animated story, skit, etc. Consider using a [storyboard](#) to help you map out the scenes of your video.

Every digital showcase project must answer the following six questions.

✓ **What is our issue?**

The issue should be clearly and simply stated and must indicate the stakeholders.

✓ **What is our plan to affect change on this issue?**

There should be a clear statement or explanation of the proposed change(s).

✓ **Why is making our proposed change important?**

Make sure at least three facts or pieces of evidence are presented that highlight the importance of making the proposed change(s).

✓ **Why should the community support our plan?**

Have several reasons why the proposed change(s) will benefit the community. In addition, arguments against the proposed change(s) can be presented and rebutted.

✓ **What did we accomplish?**

Provide examples, through words and pictures, showing how you worked to create awareness and change. What were you able to get done? What ideas did you have that could not be completed?

✓ **What are we going to do now?**

What plans have you made to continue your work? Whose assistance do you need?

How can others become involved? What are your next steps?

In addition, every digital showcase project must contain visuals and credits; audio is required for videos and recommended but not required for digital stories.



- ✓ **Visuals:** moving and static images.
 - When filming or creating images, please consider background and lighting.
 - If you are using video or images that someone else created, make sure they are copyright free.
- ✓ **Credits:** names and/or images of individual participants as well as the group and, possibly, the facilitator
- ✓ **Audio:** voiceovers, dialogue, narration, music, sound effects, etc.
 - When you record voices, make sure you are at the proper distance to the microphone so that the sound can be clearly and easily heard.
 - Is there an echo in this location? Are there any other noises that might make speakers hard to hear?
 - Remember, too, that any music and sound effects that you use in your project must be copyright free.
- ✓ **Design:** source types, style elements, special effects, text
 - **Source types** - Consider which source type (audio, static or moving image, text) will best convey the information you want to convey and the point you want to make.
 - **Style elements** - ONLY use elements that will enhance the story; don't use backgrounds, borders, or other style elements just because you think they look cool.
 - **Special effects** - Limit the use of moving text or graphic elements; only use them if they aid in understanding or really help to drive a point home.
 - **Text** - Use appropriate font faces, styles, sizes, and colors and choose your words wisely.
 - Titles and headings should be succinct; know your audience; use vocabulary that they are likely to understand.
 - Use a sans serif font (e.g., Arial is a sans serif font).
 - Use *italic text* and decorative font faces ONLY for emphasis or if it fits the context of the content.



- Make sure there is enough contrast between the text color and the background color; use light color text on a dark background and dark color text on a light background.