# **Communications Intranet Page Development: Aira**

## Photosymbols:

* What is Photosymbols?
* How do I access Photosymbols?
* Photosymbols Contacts

## I want to make a film/podcast:

### Videos, Podcasts, Films & Photography:

#### I want to make a video or film:

* **How do I create a video/film:** Outline clear process and steps to creating a video/film in the Trust. Get in contact 6-8 weeks in advance of the deadline.
  + Using an external provider: Bob’s films.
  + Creating a video/film in-house: best practice guide.
* **What do I need:** Downloadable resources: Storyboard Template, examples of storyboards, consent forms.
* **Who can help:** External Providers. What the Comms team can and can’t do.
* **Calendar of availability for filming days –** book a slot?

#### I want to make a podcast:

* **How do I create a podcast:** as above
* **What do I need:** as above?
* **Who can help:**
* **Calendar of availability**
* **Best practice guide**

#### I want to arrange a photography session:

* How do I arrange a session: Contact the communications team
* What do I need: consent forms
* Who can help: External providers that we use or communications team

## What’s Happening at ELFT:

### ELFT Video News:

* Embed YouTube links/playlist of ELFT Video News examples
* What is ELFT Video News?
* Get involved with ELFT Video News