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**Video Script Templates: Getting Quillo Started at Your Agency**

Looking for video ideas to get Quillo started at your agency? Look no further! Below, you’ll find a handful of video set-ups and prompts to get a series of videos ready to share on the Quillo app. Keep in mind, these are just ideas to get your creative juices flowing. Tailor it to what YOUR staff need to hear - relax and have fun coming up with ideas.

Think about… *What are the most important messages your staff should hear? If you had 10 minutes to sit down with your staff, one-on-one, what kinds of things would you talk about?* Introduce some of those ideas. Not only will this build your video library and engage your staff with videos that feature familiar faces, but it helps set and build on a tone that staff matters and that you want to hear from them, too!

Below is a list of scripts you can play with. Some ideas were borrowed from Quillo customers who have done something similar (thank you!). To view, scroll down, or click on the link to jump to that script. In addition to a suggested setting and script, the templates involve a quick overview of the video’s intention. As always, if you have questions or would like help with other video ideas, contact Rebecca at Rebecca@myQuillo.com.

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# Welcome to Quillo! A message from the CEO.

*Overview: CEO or equivalent shares personal message to welcome staff to Quillo. Options for location include standing in front entryway, outside by a bench, in a day program setting. Consider something comfortable and welcoming, sitting behind a desk could be viewed as not a personable.*

Hi! I see you’ve downloaded Quillo! Here at (agency), we are excited to join Quillo, a new smartphone app that will change/impact the way we communicate with staff, each day.

Why is our agency doing this? *(Explain what Quillo means to you and your organization. Ex: “It’s hard to find ways to communicate with you each day when we work in different locations.” “We want to reinforce how important our support staff is to our agency.” “Time is not always on our side, so even if it’s short and sweet, we want you to know that we are here to support you.”)*

Above all, I want you to know how much I appreciate the work that you do for (agency) and the people you support. Our DSPs really are at the heart of this organization, and even if I don’t get to say that to you in person, I mean it.

So please, I encourage you to tune in to Quillo for messages, updates, and reminders that the work that you do matters. We truly couldn’t do it without you. See you on Quillo!

# When do you Quillo?

*Overview: this could be a hodge-podge of various staff sharing when and where they “Quillo.” Logistically, individuals could film a quick 5-6 second clip and send it in for one person to put together. If filming is difficult, it could also be done with photographs of each setting. Text or a voiceover can be added during editing.*

* *Holding a cup of coffee:* “I Quillo while I drink my morning coffee.”
* *On a bus:* “I Quillo on the bus on the way to work.”
* *A group at a table with meals:* “We Quillo over lunch.”
* *In a grocery store:* “I Quillo waiting in line.”
* *Leadership/Content Manager:* “However you decide to Quillo, we hope you’ll tune in throughout the week for words of encouragement, success stories, and ideas. Just sixty seconds of your day could be just what you need to recharge or wind down from your day.”

# Meet the (Agency) Team: Betty and her Bike

*Overview: introduce various departments, team members, consumers or individuals. Who is new to the agency? Who is the longest staff member or consumer? Which staff work behind the scenes doing great work, but maybe aren’t known in the agency? Do a short profile.*

* *Meet (name of featured person). She has been with* (agency) *for 20 years. Did you know she bikes to work almost every day?*
* *(Interview style):*
	+ *Why do you work at* (agency)*? What is your role here?*
	+ *What is your favorite thing about working at* (agency)*?*

# What do you appreciate about your job?

*Overview: Quick snippets of staff sharing what they appreciate about their job. This could be done as many short clips in one video; or as part of a series featuring different people - this would likely depend on how long the comments are.*

*(These will vary. Examples below)*

* “I appreciate getting to work with so many wonderful people.”
* “I appreciate opportunities for training and education.”
* “I appreciate having a supervisor who understands what I’m going through.”

# A job I love *(or title that draws on their experience)*

*Overview: Has leadership shared why they got into this work? Did they start as support staff? Do they have a sibling with a disability? Whatever the story may be, staff may appreciate hearing why and where staff/management started. This could be from leadership, or anybody.*

*Interview style questions could include:*

* Why did you start in this job?
* What motivates you in your work?
* What is your favorite memory of your job?

# Lights, camera, action! What are your video ideas?

*Overview: Give DSPs a chance to share their ideas for videos and content. Confirm that their input matters and that Quillo videos can be a vehicle to share their ideas and grow their leadership and communication skills.*

Here at (agency), we want you to know that your ideas are important. Do you have ideas for videos that YOU want to see on Quillo? Maybe you have a piece of advice for your fellow support staff. Perhaps you and the person you support had a breakthrough that you want to share. What motivates you in your work?

As part of the (agency) team, you contribute a lot to this organization and the people you support every day. If you have ideas for Quillo, we would love to hear from you. Contact (Name of contact person) at phone/Email with your idea. We look forward to your ideas!

# One thing I wish I had known…

*Overview: This could be a series of several staff members sharing advice about “One thing I wish I had known…” when they started this job. Give a sense of camaraderie among staff, shared experiences, and advice for what to do supporting others. This could be useful for new staff as a way to introduce them to other staff members, or for people in different departments/teams to get a sense of what the support staff experience is. It could be a series of statements from various people, or it could be one person sharing their statement and a story that illustrates it.*

**Prompt:** “Hi, my name is (name), and I have been a (title) with (agency) for (amount of time). One thing I wish I had known when I started this job is…

**(Examples. Responses will vary.)**

* *There are opportunities to really build skills. I like talking to my co-workers, learning from each other, and my supervisor shares opportunities to further my education. I’ve learned a lot about…….;*
* *Working with people with disabilities can be challenging, but it is also meaningful work. And it can be a lot of fun! One time I…*
* *There are good tips for working the night shift…*