



Video Production: Step-by-Step Guide

Stage 1: Planning

- Assign roles (each person should play one or more roles)

Producer/Director (project leader):

Videographer:

Talent (actors):

Production crew (behind the scene people who arrange props, lighting, etc.):

Editor/s:

- What do you want this film to accomplish? What's the main idea?

Describe audience:

Length:

- Brainstorm ideas for visualizing your conclusions

Opening scene:

Scene 1

Scene 2

Scene 3

Ending/summary scene

- Storyboard (sketch scenes with audio and video notes; assign scenes to team members)

Write a script and prepare a list of the shots needed. Include visuals that will be gathered from other sources or created.

Stage II: Filming

Rehearse Time: Place:

Record (Note each shot as completed.)

 **Reserve camera if necessary

 Time: Place:

Stage III: Editing

Reserve editing stations. Discuss special needs with teacher or library media staff.

 Bring storyboards, shot lists, CDs (if video will be shared beyond the classroom, music must be copyright free or used with permission.)

Import scenes from camera.

Arrange scenes in order.

Edit scenes for length

Add transitions and titles

Add narration

Add background music

Adjust sound levels

Final preview

Team approval, initial _____ teacher approval, signed _____

Export film to target format