

Video Project Checklist

	Date Submitted or completed	Date Approved or Returned	Person Responsible
PRE-PRODUCTION			
<input type="checkbox"/> Research a topic.....	_____	_____	_____
<input type="checkbox"/> Proposal letter (hard copy).....	_____	_____	_____
<input type="checkbox"/> Proposal letter (email attachment).....	_____	(email only after final approval and revision)	_____
<input type="checkbox"/> Treatment.....	_____	_____	_____
<input type="checkbox"/> Storyboard	_____	_____	_____
<input type="checkbox"/> TRT <input type="checkbox"/> Shot Classification <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> Titles <input type="checkbox"/> End Credits <input type="checkbox"/> page numbers			
<input type="checkbox"/> Script (for narration)	_____	_____	_____
<input type="checkbox"/> Borrow Forms	_____	_____	_____
<input type="checkbox"/> Scout taping locations	_____		
<input type="checkbox"/> Primary location:_____			
<input type="checkbox"/> Secondary location:_____			
<input type="checkbox"/> Prepare cue cards.....	_____	_____	
<input type="checkbox"/> Rehearse narration.....	_____		
<input type="checkbox"/> Taping Schedule (production calendar).....	_____	_____	_____
<input type="checkbox"/> Test and prepare equipment			
<input type="checkbox"/> Charged battery is sufficient for taping session		<input type="checkbox"/> Camera ejects up and down properly	
<input type="checkbox"/> Tripod extends and contracts properly		<input type="checkbox"/> Tripod camera mount plate attaches to camera properly	
<input type="checkbox"/> Microphone is working properly when attached to camera			
Camera Bag contains the following: <input type="checkbox"/> AC power adaptor (2 pieces) <input type="checkbox"/> Camera			

PRODUCTION

- Set up camera, tripod, light, and audio (microphones, lavalieres)
- Perform white balance
- Check for proper focus, exposure, and lighting
- Videotape according to script
- Shoot "B" roll or cut-in shots
- Label tapes.....
- Return and test equipment after shoot
- Charge batteries.....

POST-PRODUCTION

- Review and log tapes
- Create an edit plan/edit decision list.....
- Black a tape on a master
- Create titles.....
- Create end credits
- Import footage and video clips
- Edit program.....

- Add transitions and special effects _____
- Add music, audio, voice-over narration _____
- Create leader information..... _____
- Export video to miniDV format tape..... _____
- Dub copies to..... _____
 - VHS VHS-C Hi8 Digital Hi8
 - Mr. Ramiscal's master tape
- Export video as Quicktime/AVI/MPEG..... _____
 - Web quality (small)
 - CD-ROM quality (medium)
 - Full quality (DVD) (large files)
- Burn/copy Quicktime movie to _____
 - CD-R (movies under 700 MB)
 - DVD (movies under 4.7 GB)
 - Firewire Hard Drive (movies over 4.7 GB)
- Label final miniDV tape, CD-R, or DVD _____
- Release and Waiver Forms _____
- Thank you/Acknowledgment letters..... _____

MOVIE PRESENTATION and EVALUATION

- Video project reflection sheet..... _____
- Presentation sign up list _____
- Presentation to class with discussion..... _____
- Video evaluation of peer work..... _____
- Create a movie critique/review article..... _____
- Video project portfolio folder..... _____