



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.

The Research Project Calculator is based on the MINITEX project developed in part by University of Minnesota Libraries.

<http://www2.infohio.org/rpc/docs/step4/VideoProductionGuide.pdf>

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.