Video production worksheet (for 3 minute videos)

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1. PRODUCTION SCHEDULE PROCESS Film title: [ ] Project name: [ ]

Stage		Details	Time & Date	Notes
Pre-production		Initial contact/proposal		
		Contributors/crew/talent organised		
		Venues/locations organised		
		Plan and storyboard		
		Gear preparation		
		Documents organised		
		Location shoot (optional)		
Production		Film shoot/workshop		
		Release forms/marketing		
Post-production		Import/Collate		
		Initial edit (with music guide)		
		Pick up shoot/extras		
		Second edit and picture lock		
		Audio mix		
		Colour grading		
		Export, package and upload		
		Back up and archive		
Publish/promote		Website		
		Social media – Flickr		
		Social media – Vimeo/YouTube		
		Social media – Facebook		
		Social media – Twitter		
		Targeted demographic sites		
		Radio		
		Television		
		Print		

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2. PEOPLE (CAST AND CREW)

FILM TITLE			PROJECT	
SYNOPSIS				
	NAME	CONTACTS	NOTES	
DIRECTOR				
FILM CREW				
TALENT				
PRODUCER				

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WHAT IS REMARKABLE ABOUT THIS STORY? Why would people want to share it with their friends? Fact, style, etc.			
KEY LOCATIONS	DATE	TIME	NOTES
01			
02			
03			
KEY FACTS			
F. 01			
F. 02			
F. 03			
F. 04			
F. 05			
KEY QUESTIONS			
Q. 01			
Q. 02			
Q. 03			
Q. 04			
Q. 05			

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3. SHOOT SCHEDULE OVERVIEW

DATE	TIME	LOCATION	ACTIONS

NOTES:

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4. GEAR REQUIRED

CATEGORY	ITEM	NOTES
Film/Video		
Sound/Audio		
Lighting		
Computer/HDD		
Miscellaneous		

Remember to charge batteries and format cards before shoot

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5. KEY SHOTS (DETAILED STORYBOARD for SHOOT/EDIT REFERENCE)

LOCATION	No.	NARRATIVE	VISUAL	TYPE	AUDIO	NOTES / SKETCHES

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6. PAPER EDIT RESOURCE (useful for logging and reordering interviews/dialogue or action sequences)

MEDIA FILE ID	CLIP START	CLIP STOP/CUT	NOTES	SEQUENCE ORDER

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INDEX

This document contains a series of worksheets that can help during the video production process, useful for both producers and community contributors. Details are as follows:

1. **Production Schedule Process** – this worksheet is used to keep track of the video-making process from idea to finished product and helps keep everyone involved in the video project on track.

2. **People** – this two-page worksheet contains the contacts of everyone involved with the video project and states the synopsis of the story, which helps keep people focused on the story topic. ‘Key facts’ relating to the story and ‘key questions’ also help keep people focused on the story topic. This section also highlights location, as location is often also a character in a story.

3. **Shoot Schedule Overview** – this worksheet is useful to help keep cast and crew informed about where they need to be and when during the film shoot, and any specifics they are required to consider (i.e. bring covered shoes)

4. **Gear required** – this worksheet is a checklist for all the gear required before the shoot (so you remember everything you need!)

5. **Key shots** – this worksheet is useful to outline the key shots required to tell the story and to tick off these shots as you shoot. It can also be a useful reference during the edit.

6. **Paper edit resource** – this worksheet is useful when going through the raw footage to log and order the best clips and sound bites from interviews or putting together action sequences/overlay.

Happy filmmaking!