

The Correct Order for Your Script Sheets:

Project Pitch Sheet

Title: Title of your video

Producer/Group#: Put the name of the person in charge

Format: What kind of video is it? (Interview, Commercial, etc)

Audience: Almost always "Students"

Project Length: How long will the finished video be? (best guess)

Deadline: When is it due?

Special Permissions: Green Screen, location, SFX, extra equipment, etc.

Budget

How many days will each Phase take?

What dates do you expect to do things?

Scripting and editing should take 45 minutes per day and shooting 30 minutes/day.

Rough Script

Who's in it?

What are they doing?

Where are they doing it?

What are they wearing?

Look for potential problems and work them out here.

Finished Script

Video: Exactly what we see (shot, who, what are they doing, where?)

Audio: Exactly what we are hearing (dialog, music, SFX)

Storyboard

Always start with the top of the heads near the top of the frame.

Use the example sheet to help guide you.

Same order as the Finished Script

Scene Breakdown

Do a different Breakdown for each location...

"School" is not a location... Dog Bowl, Track, Main Office are locations

Shooting Schedule

What order are you shooting it? (group your shots by location)

What dates are you shooting?

Shooting Log

Keep track of how many takes for each shot.

Keep track of your time code.

Fill it out as you shoot, in the order you shoot. (don't write anything before you shoot)