

Production Plan

Before you begin to use the computer lab or check out cameras for production, fill out and submit this form for sign-off:

Production Roles:

Who is doing what in the coming week to make your film a reality? Possible roles to assign include director, cameraman, editor, audio engineer, schedule planner, still image collector, etc.

Group Member	Role

Still Images:

List the still images you need for your commercial and where you expect to locate these images.

	Description of Image	How You Will Find it
1		
2		
3		
4		
5		

Moving Images:

List the moving images you need for your commercial and provide detail on how you will produce them:

	Description of Shot	Film Location	Actors Needed (if any)	Prep Required (costumes, props, scene prep)
1				
2				
3				
4				
5				

Audio:

Who is the narrator of your commercial? Name the actor and describe what kind of voice he or she will be providing?

How and when will you be capturing your narrator's voice on "tape"?

List the music that you need and how you will be acquiring this music in the file format you need?

Describe any other sound effects you need for your commercial and your plan for acquiring them?

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Production Calendar:

Now map all of the above, as well as iMovie assembling and editing time, to a calendar of the coming week. You are publicly presenting a rough cut of your ad to the class next Wednesday 10/22.

Date	Tasks to Complete During School (both Humanities class and Bill's Digital Media Arts)	Tasks to Complete Before, After, or Outside of School	School Equipment Needed for Tasks
Tuesday 10/14			
Wednesday 10/15	<ul style="list-style-type: none"> • Juniors out in the morning for PSAT 	<ul style="list-style-type: none"> • computer lab open before school 	
Thursday 10/16	<ul style="list-style-type: none"> • some students out for Challenge Day 	<ul style="list-style-type: none"> • computer lab open after school 	
Friday 10/17		<ul style="list-style-type: none"> • computer lab open after school 	
Saturday 10/18			
Sunday 10/19			
Monday 10/20		<ul style="list-style-type: none"> • computer lab open before school 	
Tuesday 10/21		<ul style="list-style-type: none"> • computer lab open after school 	