

Documentary Planning Sheet

Names:

See <http://classroomgamesandtech.blogspot.com/2014/12/mini-documentary-project-for-high-school.html> for information on this project.

Complete this form to plan the production of your documentary. Obviously you can adjust it as you go, but it is important that you have a complete plan before you start anything else.

Please create a copy of this worksheet in your Google Drive and share it with Mrs. Newcombe and Mr. Petty.

Editing equipment:

Do you plan to use **iMovie** on a iPad/iPhone, **Movie Maker** on a computer or **some other editor**? (Remember that this decision affects some of your options below.)

Getting Your Content:

For each section below, list the content you'll need and how you'll get it. In some cases you might not need a type of content, so just make a note that you don't plan to use that type. Please be sure to read the notes for suggestions on which tools to use.

Pictures

List the photos or groups of photos you'll need. How will you find and take them? Who is responsible for getting each one?

Notes for pictures:

If everyone gets the Google Drive app on their phone, it's easy to share pictures that way, so everyone can get them to the same place. If you need to transfer pictures to a computer, be sure you have the cables you need.

Important: If you are using any pictures you find online, be sure they are licensed for free use and give credit to where you found them.

Video Clips

List all the clips you'll need to record. How will you record them? Who will be responsible for getting each one?

Notes for video clips:

As always, it's best to record on one device if possible. Have the cables you need to transfer to a computer for editing.

Titles

Which title screens will you need to create? How will you create them? Who will be responsible for making each one?

Notes for titles:

PowerPoint is a good tool for creating title slides. You can also use Google Slides for simple title creation. In both cases, save it or export it as a PNG file for best results. Pixlr Express is also a good option for making title images using a phone or iPad.

On-camera Narration or Presenting

Which video recordings of a narrator or speaker will you need to record? How will you record them? Who will be responsible for recording and speaking?

Notes for on-camera narration or presenting:

Be sure there is no background noise and that the speaker can be clearly heard wherever you record. Follow all video tips above for equipment suggestions.

Audio-Only Narration

Which recordings of a narrator (voice only) will you need to record? How will you record them? Who will be responsible for recording and speaking?

Notes for audio-only narration:

On a computer, Audacity is a good option for recording and editing narration. Export the files as a wav and you can import them into Movie Maker.

If you are using iMovie on your device, you can record narration directly into that.

Music, Sound Effects and Background Sounds

Which music, sound effects and background sounds will you need? How will you gather these? Who will be responsible for getting them?

Notes for music, sound effects and background sounds:

Incompetech.com is recommended as a free source of music. It can take longer, but sometimes it's fun to create your own sound effects for videos. Give it a try if you have time!

****Important: Please remember to give proper credit if you use online content and don't use it if the website does not specifically say it can be used for free by others.**

Video Outline:

Plan out the flow of your video. List everything, including titles, where music will play, etc. This is just a draft, but you need to think through the stages.

Daily Plans:

For this section, think about all the content you need to gather and record, plus final editing. List what you plan to do for the hour of class and anything that will have to be done outside of school.

Saturday/Sunday:**Monday:****Tuesday:****Wednesday:****Thursday:****Friday:**