

Video production worksheet (for 3 minute videos) (from Michael Bromage. CC by 4.0)

1. PRODUCTION SCHEDULE PROCESS

Film title: [ ]

ABC Open project: [ ]

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	Open blog and Local ABC		
	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		ABC OPEN PROJECT	
SYNOPSIS			
	NAME	CONTACTS	NOTES
DIRECTOR			
FILM CREW			
TALENT			
ABC OPEN PRODUCER			

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

### 3. STORY STRUCTURE

STRUCTURE	NOTES
<p><b>Beginning:</b></p> <p>Introduce the character and topic</p> <p>Who? What?</p>	
<p><b>Middle:</b></p> <p>Show the character's challenges/problem, journey/actions, discoveries etc.</p> <p>Why? How?</p>	
<p><b>End:</b></p> <p>Conclusion/Resolution</p> <p>What was learned? What can be done next?</p>	

NOTES:

4. SHOOT SCHEDULE OVERVIEW

DATE	TIME	LOCATION	ACTIONS

NOTES:

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

LOCATION	No.	NARRATIVE/DIALOGUE	WHAT WE SEE	TYPE OF SHOT	AUDIO WE HEAR	NOTES / SKETCHES
E.g. Beach	1	"Hi, I'm Peter. I collect and trade rare shells. I'm at a secret beach on a hidden island."	Peter walking along beach from above	Wide shot	Peter's voice, Sounds of waves and wind, Subtle violin music	Use drone to get aerial shot

*Copy this blank page template for more as required*

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

MEDIA FILE ID	CLIP START	CLIP STOP/CUT	NOTES	SEQUENCE ORDER
E.g. MVI_0793	0'32	1'12	Peter talking about a rare fossilized shell.	8

*Copy this blank page template for more as required*

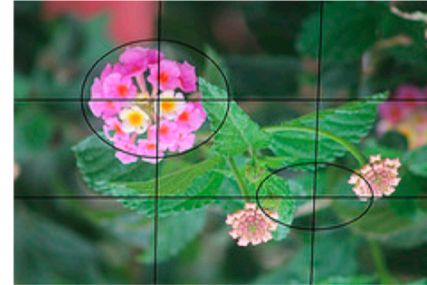


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8. PERSONAL PAPER ASSISTANT (from Ruslan Kulski)

**VIDEO STORY  
PERSONAL  
PAPER  
ASSISTANT**

**Talking head** – Not too much headroom, cut off the subject at the neck, elbows, waist or knees. Are they talking to you or to the camera?  
**IS THE CAMERA STEADY?**



The rule of thirds – use the grid to compose shots on the axes

COMPOSITION TIPS

**SEQUENCES** (the actions you want to capture)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**COVERAGE**(check off each 10s. shot

Long shot (establishing)	Mid shot (action)	Close up (detail)

**STORY & INTERVIEW**

Three word video title -  
Tag line (what is your story about) –  
Talent name -

Questions. (check them off as you go)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**NOTES**

## 9. INDEX

This document contains a series of worksheets that can help during the video production process, useful for filmmakers. 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 an ABC Open story.
3. **Story Structure** – each story has a beginning, middle and end. This worksheet is useful for developing the structure of your story, the arc and journey of your character.
4. **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)
5. **Gear required** – this worksheet is a checklist for all the gear required before the shoot (so you remember everything you need!)
6. **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.
7. **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.
8. **Personal Paper Assistant** – this worksheet is great little resource to print, fill in, fold and put in your pocket to take on a shoot. It’s a condensed version of this document using the most important worksheets.

Happy filmmaking!

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### 9. ADDITIONAL MATERIAL (from Brendan Hutchens)

#### **VIDEO PRODUCTION STEP ONE - Research Brief. (2 hours)**

Research briefs are constructed in television productions by the research team to convey the story to the producer and field producers. It's almost like a pitch document. The field producer will use the research brief to build a pre-shoot script, which will guide the shoot and bring a visual narrative to the story. It may also highlight if anything is missing. When working alone this kind of document is still very useful as a tool to gather your notes and give the story clarity in your own mind. The process becomes simpler and quicker over time. In a way it is a checklist and gives you the chance to focus the story. The information you note down here can be used directly as a pitch document and also for online copy and information for radio producers and presenters.

#### **Story Synopsis**

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Sell the story. What is it in one or two sentences.

#### **Main Talent**

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Describe the main talent include vital statistics but add quotes from your pre-interview conversations to paint the picture and remind yourself how the story is told by them.

#### **Background**

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Note the background to the story and the central character. Make sure you are clear on the build points of the story and the pay off or ending.

#### **Turning Point / Reveal**

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What is the turning point of the story, or is there a reveal? This is the moment of drama that every story needs. What is on the line?

#### **Other Perspectives / Other Talent**

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Are there other people to include in the story that give an interesting perspective?

#### **Contact and Location Information**

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Where is the filming happening? Have you had the chance to do a recce or have stills of the location sent to you.