

### Preparing for Video Production

The following questions will give you a better understanding of the video production process, and give us necessary information to begin thinking about how to shape your video shoot.

Please answer these questions in as much detail as you can provide:

1) What do you want to record? How many videos and how long?

2) What is the purpose of your recording? (Class; Online; DVD; Archive; Other? Etc.)

3) What background? Select the set(s) you'd like for this shoot:

Black background

Brown curtain

White board

Music notation board

Green screen

Event Venues: (Requires additional pre-production planning): \_\_\_\_\_

Other backgrounds might be possible upon suggestion: \_\_\_\_\_

4) You can have up to four video sources per shoot. Select the camera angles:

Wide angle

Medium shot

Close up

Audience/classroom etc

Other – Please specify: \_\_\_\_\_

5) Any additional video/media sources? Select/list all sources:

Laptops

Power Point

Screen captures

iPad/Surface, Tablet

Mondo Pad/Smart Board

Doc Cam

Pre-recorded Video

Photos

Audio recordings

Other – Please specify: \_\_\_\_\_

6) How you would like the files delivered?

Raw video file? Y/N \_\_\_\_\_

Converted to a specific format? \_\_\_\_\_

Is further post-production editing needed? \_\_\_\_\_

Other – Please specify: \_\_\_\_\_

7) Any more information about your project that I should know about?