

# Checklist

## Pre-production (Daily Grade)

Divide the tasks up among your team based on the needs of the news segment.

- Step 1: DIRECTOR will review the assigned story pitch sheet with the team and explain the overall vision for the segment. Daily the DIRECTOR will conduct daily stand-ups for progress.
- Step 2: Write out effective questions for interviews. Remember that you will need at least one interview that is considered an expert. (CORRESPONDENT)
- Step 3: Complete a Shot List. Place in your segment folder in the show folder on the shared drive. (EDITOR)
- Step 4: Check all camera equipment, examine location site, camera layout, and determine sound and lighting needs, reporting all of this back to director and PA. (CAMERA OPERATOR)

## Production (Daily Grade)

- ☐ Director write up a production schedule and keeps it with the crew wherever they go to film.
- ☐ Step 1: (WHOLE CREW) Film establishing shot, b-roll, stand-ups, intros, and outros and (CAMERA OPERATOR) place raw footage in your team folder in the team drive. Do this daily.
- ☐ Step 2: (EDITOR) Watch videos and choose the best sound bites from the interviews. They should be the best ones to illustrate or explain the content of the package. Choose an opening shot with interesting action and good natural sounds. Place in the working team drive folder. Choose the b-roll that will best illustrate the narrative and sound bites. Each clip to be used should be properly labeled (scene#\_teamname\_showdate).
- ☐ Step 3: (EDITOR) Upload useable clips, follow shotlist and use iMovie to create news package.
- ☐ Step 4: (DIRECTOR) Review clips with editor and make calls for reshoots.

**All work for production will be graded in the shared Google Folder**

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## Post Production

- ❑ Step 1: (EDITOR) Download your chosen clips from the shared team drive folder to your desktop. Then import these clips into iMovie.
- ❑ Step 2: (EDITOR) Edit Package (establishing shot, b-roll, stand-ups, intros, and outros)
- ❑ Step 3: (WHOLE CREW) Record needed voice overs. You can do this using a microphone and voice memo on your iPad or you can record directly in iMovie. Download these to the voice tracks folder in your team drive.
- ❑ Step 4: (EDITOR) Have the **director** watch the package once edits are made. Complete any last-minute edits before downloading.

***If a member of the crew is not needed at some point they will work on Media Chores.***

## Final Steps

- ❑ Step 1: (DIRECTOR) Turn in final package to the proper folder in the shared team drive **(the final news package will be a major grade)**
- ❑ Step 2: (WHOLE CREW) Complete a Grows and Grows evaluation for the news show. **(This will be a homework grade)**