

Project & Package Procedures

1. **Read the project sheet prior to starting.** Familiarize yourself with the benchmarks of the project.
2. **Brainstorm with your group.** Write down ideas, plans, and shots. Set Deadlines. This info will go into your final treatment/storyboard.
3. **Fill out the Project/Pitch sheet.** You may print out the sheet and write your information as a guide, but I expect final sheets to be submitted through OneNote.
4. **Complete a TREATMENT and/or STORYBOARD.** Every project should have a treatment or storyboard. This is your pre-production guide to your project. Again, you may print and write this out, but I expect a final treatment in OneNote.
5. **Complete a Production Request.** This is your sign out sheet that lets me know where you will be filming if I need to find you.
6. **Plan on being back early enough to import footage and put away equipment.** You should be back between 10-5 minutes prior to the bell. If you know you need to maximize your filming time, turn in your production request at the beginning of class.
7. **Put equipment back where you found it.** Batteries need to be back on the charger and the camera bag organized for the next group.
8. **Import footage to your project.** Please use your group folder in the documents tab on the mac you have chosen. The desktop is not an appropriate place for files. Import your files BEFORE the end of the class, I want to be able to assess that you have completed the filming you intended.
9. **Edit your project and/or do reshoots.** Remember your deadlines! All group members should be taking part in the editing process.
10. **Submit your final project to your instructor or process producer.** We are working on getting the server back online. Once that is complete I will have detailed instructions on uploading your final project. Make sure your project has a LOGICAL NAME, it must include the Group# and PKG#. **Group1_PKG_2_PWRHR.mp4**