Group Video Project Plan Template

Outcome

A \_\_ minute, creative and informative video that will be published on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and viewed \_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_ \_\_, 20\_\_.

Directions

Complete the following to prepare for your upcoming production of your project. Download this template and fill in your details. One (1) document should be submitted per group. Save as ProjectPlan\_LastNamesofGroupMembers.

*Example: ProjectPlan\_SmithGonzalesKim.docx*

|  |  |
| --- | --- |
| Topic: |  |
|  |  |
| Group Members: |  |
|  |

Identify key points from your research that you will feature in your video and list them here as well as the citation in correct format:

|  |  |
| --- | --- |
| Point 1: |  |
|  |
|  |
|  |
|  |  |
| Citation: |  |
|  |
|  |

|  |  |
| --- | --- |
| Point 2: |  |
|  |
|  |
|  |
|  |  |
| Citation: |  |
|  |
|  |
| Point 3: |  |
|  |
|  |
|  |
|  |  |
| Citation: |  |
|  |
|  |

How will you grab – and keep – the attention of your audience? From the examples you have viewed, please indicate with style you will be making use of in your own project:

|  |  |  |
| --- | --- | --- |
|  | Video Sample 1 | URL: |
|  |  |  |
|  | Video Sample 2 | URL: |
|  |  |  |
|  | Video Sample 3 | URL: |
|  |  |  |
|  | Video Sample 4 | URL: |
|  |  |  |
|  | Other (describe) |  |
|  |  |

*Please indicate by typing ‘x’ in one of the boxes above*.

Answer the following in relation to your own video project’s considerations:

1. Will you have people in your video?

|  |  |  |
| --- | --- | --- |
|  | Yes | All videos that include interviews, actors or other identifiable people on camera must have a release form signed by *each* person. Please download and print these forms from:  <https://mediacommons.psu.edu/support/release-forms/> |
|  |  |
|  |  |
|  | No | No further action necessary. |

1. In brief, what is the narrative of your video?

|  |
| --- |
|  |

*Please describe in a short paragraph form.*

1. Are you creating a storyboard?

|  |  |  |
| --- | --- | --- |
|  | Yes | You can use printed templates or online storyboarding tools for this step. There is a storyboard template available here:  <https://mediacommons.psu.edu/2017/02/13/storyboarding/> |
|  |  |
|  |  |
|  | No | Please discuss with me. |

1. From what sources will you be drawing for your content?

|  |  |  |
| --- | --- | --- |
|  | Online materials | If you need content that you have not created yourself, this resource is a good starting point for finding copyright-free and Creative Commons licensed materials.  <https://mediacommons.psu.edu/free-media-library/>  *Note: This content must be cited.* |
|  |  |
|  |  |
|  | My own recordings | No further action necessary. |
|  |  |  |
|  | Copyrighted items | Clips from television and film, popular songs and other similar content can only be used *under very specific circumstances*. Please discuss with me. |
|  |  |

1. Who will be doing what?

|  |  |
| --- | --- |
| Content Gathering: |  |
|  |

|  |  |
| --- | --- |
| Recording: |  |
|  |

|  |  |
| --- | --- |
| Interviewing: |  |
|  |

|  |  |
| --- | --- |
| Editing: |  |
|  |

|  |  |
| --- | --- |
| Other (define): |  |
|  |

1. Will you be meeting with a Media Commons consultant?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes, to discuss my storyboard | Date: |  |
|  |  |  |  |
|  | Yes, to discuss my rough draft | Date: |  |
|  |  |  |  |
|  | Yes, for editing assistance | Date(s): |  |
|  |  |  |
|  | No |  |

1. Have you reserved necessary resources such as the One Button Studio, loaner equipment or an editing station?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes, a One Button Studio | Date(s): |  |
|  |  |  |
|  | Yes, loaner equipment |  |
|  |  |  |  |
|  | Yes, an editing station | Date(s): |  |
|  |  |  |
|  | No |  |

Upload this completed project plan to Canvas under \_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_ \_\_, 20\_\_.