



Project Treatment Outline - print and file into the appropriate binder

Project Title: _____ Date of Proposal: _____

Teammate #1 Name: _____

Teammate #2 Name: _____

Freelancer(s): _____

Project Description: _____

Main Character/Actor/Host: _____

Supporting Character/Actor(s): _____

Recording Date(s): _____

Recording Location(s): _____

Submit for: (circle one) NHS Update Mustang Magazine Update AfterDark UStangs.com

Other: _____

Deadline: _____ **Adviser:** _____ **Approval Date:** _____

Project Completion Form - print and file into the appropriate binder

Segment File Name: _____ Date Completed: _____

Producer(s): _____

Freelancer(s): _____

Reporter Name: _____

Videographer Name: _____

Soundbite Names/Titles (in order of appearance): _____

Other Credits/Actors: _____

Editing Checklist	Post-Production Procedures
<ul style="list-style-type: none"><input type="checkbox"/> Audio is CLEAN and LEVELED<input type="checkbox"/> Segment graphics will not interfere w/ NHS-TV lower thirds titles<input type="checkbox"/> Stories have 5-seconds of pre-roll<input type="checkbox"/> Segment is free from copyright music	<ul style="list-style-type: none"><input type="checkbox"/> Segment exported for broadcast & saved to appropriate server folder<input type="checkbox"/> Production Paperwork in the binder<input type="checkbox"/> Self-Critique in the Blue Basket<input type="checkbox"/> Segment posted to personal website

Write an anchor/host lead-in for your segment...

Project Self-Critique - print and turn into the blue basket, one per person

1. Why did you choose to produce this segment/topic/story?
3. What were the strengths of this production? Give Examples.
4. What parts of your production needed improvement? Explain.
6. What would you do differently if you had to do this production all over again?
7. What did you learn about your production or storytelling skills during this project?

Project Paperwork - Packet



ALL PROJECTS REQUIRE PAPERWORK

- Treatment Outline
- Script or Storyboard
- Segment Completion Form
- Self Critique

PROJECT PROCEDURES

1. Submit a Treatment Outline
2. Schedule and reserve equipment
3. Shoot/Write/Edit
4. Export segment for broadcast and internet
5. Submit Segment Production Paperwork
6. Schedule for broadcast (NU, MM, UA, Sports)
7. Sit down for one-on-one Teacher Critique