



**Feature Story Treatment Outline** - print and file into the appropriate binder

Reporter: \_\_\_\_\_ Photographer: \_\_\_\_\_

Freelancer: \_\_\_\_\_ Freelancer: \_\_\_\_\_

Project Focus Statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Main Character: \_\_\_\_\_

Supporting Character(s): \_\_\_\_\_

\_\_\_\_\_

Shooting Date(s): \_\_\_\_\_

Shooting Location(s): \_\_\_\_\_

Pre-Interview Facts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Deadline:** \_\_\_\_\_ **Adviser:** \_\_\_\_\_ **Approval Date:** \_\_\_\_\_

## Interview Transcriptions

- Using Google Docs, type out your interviews... every word!
- Type out each interview separately
- Identify each speaker, spell their first and last name correctly
- Be sure to include the entire question and response
- Double space between each response
- Print TWO copies... one for you to work from and one to turn in
- Share the interview transcription google doc with your instructor

## TYPED AUDIO SCRIPT

1. Choose and order your soundbites.
2. Write reporter track to tie it together.
3. Consider a stand-up to bridge two parts.

**Reporter Track (VO):** Opening Hook, write to your video and sound

**Main Character (SB):** Type out the entire soundbite, emotional bite that humanizes character

**Reporter Track (VO):** Lead into your bites, but don't give them away!  
Avoid repetitiveness.

**Main Character (SB):** Try to use your subjective bites where characters tell you how they feel or give opinion that backs up the point.

**Reporter Stand-up:** Consider a stand-up to transition your story, or lead into a surprise or revelation. Sometimes you don't have B-roll to show your audience, recycle a bite, turn it into a stand-up.

**Supporting Character SB:** Use supporting characters if they ADD to the story or back up a point your are trying to make.

**Reporter Track (VO):** Close with a tag (reporting for Mustang Magazine, I'm your name)

**Story Completion Form** - print and file into the appropriate binder

Story Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Reporter Name: \_\_\_\_\_

Photographer Name: \_\_\_\_\_

Freelancer Name(s): \_\_\_\_\_

Soundbite Names/Titles (in order of appearance w/ correct spellings): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| Editing Checklist  | Post-Production Procedures   |
|--|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Story begins with :05 sec of pre-roll</li><li><input type="checkbox"/> First soundbite is long enough for an NHS-TV lower thirds title.</li><li><input type="checkbox"/> Story audio is CLEAN and LEVELED</li><li><input type="checkbox"/> Story is free from copyrighted music</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Segment exported for broadcast &amp; saved to appropriate server folder</li><li><input type="checkbox"/> Production Paperwork in the binder</li><li><input type="checkbox"/> Self-Critique in the Blue Basket</li><li><input type="checkbox"/> Segment posted to personal website</li></ul> |

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

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

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

# Feature Story Paperwork - Packet



## ALL STORIES REQUIRE PAPERWORK

- Treatment Outline
- Interview Transcriptions
- Typed Audio Script
- Story Completion Form
- Self Critique

## PROJECT PROCEDURES

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