

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
<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	<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...