**Computer Video Production I and II**

**Ms. Hayes/Mr. Wickham**

01 September 2014

**Project Proposal Packet**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Project Brief

# **Project Title:**

# **Start Date:**

# **Deadline Date:**

# **http://teachers.henrico.k12.va.us/Specialist/franceslively/images/plotdiagram.jpgPurpose: All** projects must have a distinct beginning, middle and end.

# **Group Attendance or Lack of Productivity (If Applicable)**

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# **Objectives** (What you and the viewer hope to get from the making of this video):

# **Duration** (estimated length of the video-2 hour maximum):

# **Brainstorming Ideas –** Be sure to include all ideas, written or visual.

# **Script –**Inserted or Attached (circle one) – celtx format - Place in left side of folder.

# **Storyboards:** Place in right side of folder**.**

# **Props & Costumes** (who is responsible for bringing what, and when?)

# **Equipment Rental Prices**

|  |  |  |
| --- | --- | --- |
| Equipment | Type | Cost |
| Camera | Sony HD | $250 |
| Tripod |  | 50 |
| Lighting Kit |  | 100 |
| Projector |  | 50 |
| Mics | Directional | 10 |
|  | Shotgun | 15 |
| Mic Boom |  | 10 |
| Green Screen |  | 100 |
| Dolly |  | 20 |
| Props & Costumes |  | 50 |
| Voice Recorder |  | 50 |
| Hard Drive |  | 50 |
| Editing Suite | Adobe Production Suite | 100 |
| Studio Time  | During School (per period) | 100 |
|  | After School | 500 |

***RENTAL FINES: Failing to clean up your equipment will cost your group the price to rent the left out equipment for that day. For example, if you leave a Panasonic camera out it will cost you $150 for the rental and additional $150 for the penalty for leaving it out. This cost a total $300 for that particular day.***

# Calendar.PNGSchedule – Propose a plan for pre-production, filming and post-production.



# **Project Schedule (See rental chart No. 12 for estimated cost.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phase** | **Type** | **Description** | **Dates** | ***Estimated******Cost*** |
| 1 | PRE-PRODUCTION | * Brainstorming
* Research
* Initial interviews
* project consultants
* networking
* advertising
* order forms
 |  |  |
| 2 | PRODUCTION | * Equipment rentals, tape and
* film stock
* See equipment list for rental figures
* misc. supplies
* Director salaries, crew salaries
 |  |  |
| 3 | POST PRODUCTION | * Digital and video editing
* music rights
* titles and visual effects
 |  |  |
| 4 | AIRING/DISTRIBUTION | * Dates
* Times
* Additional air dates
 |  |  |
| $ | **ACTUAL TOTAL**SEE #15 | **BUDGETED TOTAL** | $ |

# **Actual Rental Expense Report** – Keep track of the daily expenses of the project here. This accurate report total should be on or below you approved budget total.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **QTY** | **Equipment****Description** | **Equipment****Number** | **List****Price** | **Total****Daily Rental Cost** |
| EX. 12/3 | *1* | *Time – Brainstorming* |  | *$100* | *$100* |
| EX. 12/4 | *1* | *Time – Brainstorming* |  | *100* | *200* |
| EX. 12/4 | 1 | *Panasonic Camera* | *800* | *150* | *450* |
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# **Cast:**

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| **No.** | **Name** | **Role** | **Cast Signature** |
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# **Crew**:

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| **No.** | **Name** | **Position** | **Crew Signature** |
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# **Music used:**

List in order of use

No Song Artist Album Songwriter

1.

2.

3.

4.

5.

# **References or Bibliography** (all facts researched for this project must be referenced here.)

# Supporting Information

# Final Project (circle one):

# DVD w/ packaging DVD DVC AVI

# **Approvals** - If you need a “filming permit,” you must get those approvals before you begin filming.

***This document requires the following additional approvals:***

**Approved By** Period \_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Effective Approval Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Once you have all of your filming permits, you must get your producer’s approval to begin filming.**

**Producer’s Approval**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| ***CVP GRADING RUBRIC*** | ***Category*** | ***40*** | ***30*** | ***20*** | ***10*** | ***0*** |
| **Brainstorming** | Extremely well constructed. All ideas were written down. | Very good construction several ideas written down. | Good construction with three or four ideas written down. | Poor construction a couple ideas written down | No brainstorming was evidenced. |
| **Score** |
| **Pitch**  | Well-rehearsed with smooth delivery that holds audience attention.  | Rehearsed with fairly smooth delivery that holds audience attention most of the time .  | Delivery not smooth, but able to maintain interest of the audience most of the time.  | Delivery not smooth and audience attention often lost.  | No evidence of a pitch. |
| **Score** |
| **Expense Report**  | Plan includes accurate costs of equipment and production costs including staffing and can verify a shooting schedule with a clear deadline.  | Plan includes accurate costs of most elements of production with a shooting schedule.  | Plan includes only certain elements of production.  | Plan does not include essential elements of production or a schedule with a deadline.  | No evidence of expense. |
| **Score** |
| **Script** | Extremely well constructed and formatted correctly with no grammatical or punctuation errors. | Very good construction with one or two grammatical or punctuation errors. | Good construction with three or four grammatical or punctuation errors. | Poor construction with more than four grammatical or punctuation errors. | No script. |
| **Score** |
| **Storyboard** | Extremely well constructed and with excellent planning, detailed drawings and outstanding camera angle changes. | Very good construction and with very good planning, moderately detailed drawings and several camera angle changes. | Good construction and formatted correctly with excellent planning, detailed drawings and camera angle changes. | Poor construction with more than four grammatical or punctuation errors. | No storyboards. |
| **Score** |
| **Grammar & Punctuation** | No punctuation or grammatical mistakes in the production | One punctuation or grammatical mistake in the production | Two punctuation or grammatical mistakes in the production | Three punctuation or grammatical mistakes in the production | More than three punctuation or grammatical mistakes in the production |
| **Score** |
| **Production**  | Daily production was clearly arranged, including contact with adults regarding use of facilities and participation, and rehearsal and preparation is apparent.  | Daily production was usually well-organized. Rehearsal was apparent.  | Daily production was not well organized. Rehearsal is obviously lacking.  | Daily production showed lack of preparation, was haphazard. Scenes were incomplete due to lack of planning.  | No useful daily production. |
| **Score** |
| **Final Product**  | Final Product closely matches original idea pitched to investor, including script and storyboard. Comes in under budget and on time.  | Final product reasonably matches original idea, script and storyboard. Comes in under budget and on time.  | Final product is dissimilar to original pitch. Obvious changes made during production.  | Final product is incomplete and/or not submitted by deadline.  | Not handed in on the deadline date or before.  |
| **Score** |
| **Individual Contribution****(Not applicable for CVP2)**  | You were present in class every day. You participated in brainstorming, the pitch, the expense spreadsheet, the outline/script and the storyboards. You rehearsed with your group. You contributed to preproduction and editing. You worked well with your company.  | You were absent once during production. You participated reasonably well in brainstorming, the pitch, the expense spreadsheet, the outline/script and the storyboards. You rehearsed and contributed to preproduction and editing and got along reasonably well with your company. | You were absent more than once during production. Your rehearsal and contributions to preproduction and editing were weak. You did not get along well with your company. | You were absent more than once during production. You did not rehearse or contribute to either preproduction or editing. You did not get along well with your company. | No individual contribution. |
| **Score** |
|  | **Total Project Grade** |
| **PRODUCTION NOTES:** |

***CVP GLOSSARY***

**CU** Close up shot (takes in head and shoulders)

**DOLLY** Moving tripod and/or camcorder in and out

**DUB** Copy of original tape or film

**ECU** Extreme close up (takes in full face, or even closer)

**EDIT** Select the footage wanted for the final production where graphics, text, or other special effects can be added to the footage

**ELS** Extreme long shot (far away view of person or place in a shot)

**FADE** To get from black to light (fade-in) or light to black (fade out)

**FOCUS** To make picture clearer (auto/manual)

**GRAPHICS** Pictures from a computer, editor, or other source

**HEADROOM** To frame person in picture with space above head (not cut off)

**LS** Long shot (to get most of a person or place in a scene)

**MCU** Medium close up (to take in 3/4 of scene or person)

**NOSEROOM** When shooting a profile of person, leave more space in front of them in the direction they're facing

**OVERLAY** Adding a graphic and/or text to an image on the tape. Graphics and text are usually put on top of the video image

**PAN** To follow action with the camera moving from left to right or right to left

**PEDESTAL** To follow action with the camera on a tripod moving up and down

**SCENE** A sequence of events with a pre-designed beginning and end

**SCENERY** The background people, sounds and objects that are included in scene

**SEGMENT** A designated section of a tape (usually a scene or group of scenes)

**SHOT** A part of a scene with the camera generally in one position

**SHOOT TAPE** To record a scene or scenes on tape

**STORYBOARD** A graphic and text depicting each scene

**EDL** An Edit Decision List depicting the segments chosen for the final tape

**TEXT** Words from computer or editor

**TILT** To move camera up or down

**TRUCK** To move camera and tripod left or right

**WIDE ANGLE PAN** To move camera while taping from one end of scene to the other

**ZOOM** Moving focus from telephoto to wide angle or wide angle to telephoto

CVP 2 – Ideas for Projects

Autobiographies (teacher or student)
Tour guide for new students
Video pen pals
Class requirement tape
Interviews with students in character
Tape time-lapse science projects
School events and rallies
Explain and Demo
"A" Work · Make videos from creative writing
Tapes for self-evaluation
Video book report
Faculty Meetings
Teacher information
Task documentation
Pre- and post- meeting interviews
Previous meeting
Video essays
Cooperative learning groups w/video
Festival of student achievement
Reinforcement (visual) for P.E. handwriting, math
Video Yearbook
Record field trips
Pre- and post- to show progress
News updates (real or fictitious)
Tape homeroom behavior for parents
Commercials for concepts and skills
Tape in services for new teachers
Interview historic figures (students)
Rapid evaluation of oral reports
Animations Tape examples of "A" Work
Safety and anti-drug messages
Faculty entertainment
3-D young author's books
Make tapes for community
Behavior modifications

Tape student work to send home
Pledge of allegiance, National anthem
Tape student for I.E.P.
Student court (like "People's Court")

Prove/Disprove a theory Tape locations for classroom
Record fine arts work
ESL training
Special Education training
Videotape assemblies, speakers
Tape discipline problems for Parent Conferences
Job interviews for Practice and Evaluation
Tape science experiments
Tape student groups (or individuals)
Students presenting lessons
For evaluations for drill teams,
Model lessons
Contests, ETC.
Fashion shows and modeling
New teacher presentations
Student dance work
How to use a register
Go over homework
Record student growth in knowledge for teacher, student, parents
Make-up class work
Complaint/ Compliment book (video)
Demonstrate manipulatives
Promotion for clubs
Tape introduction to CAP test
Student-made class roster (For pronunciation)
Pre- and post- knowledge levels (Tape at beginning of year, show at year's end)
Feeder school expectation/orientation · in subject area
Orientation for substitute teacher
Tape self-intros for self-esteem
Grade home science projects
ESL practice
Record Positive achievement or action
Public service announcements
Tap into the "4th network" of home VCRs
Band and Music Performances
Students school news broadcast
Tape Homecoming
Sporting events