

**Video Planning Sheet
For One Scene**

1	Scene Title	
	Treatment	<i>A short narrative description of what the viewer will see in the edited scene.</i>
	Location of Shoot	<i>Classroom room #, gym, outside? Be specific enough to help crew know exactly where to setup</i>
	Number of camcorders used	<i>If more than one list who will operate each and indicate the primary use each as well as which audio track will be used.</i>
	Camera 1 Camera 2	<i>Model, position, height, operator</i>
	Audio Plan Mike 1 Mike 2 Mike 3	<i>Indicate for each mike who will be wearing or using it, wired or wireless, lapel, handheld, or shotgun, cables required, batteries required</i>
	Lighting Plan	<i>Summarize how you expect to create adequate lighting, including the use of available light and/or special lighting to be used for key, fill, or backlight functions. Indicate positioning in the diagram below</i>
	Scene Setup Diagram	<i>Show positioning subjects, of tripod, available light, extra lights your are bringing</i>
	Recommended extra footage for cutaways	<i>This might include video of people's faces, reactions, objects in the room, objects, people, or places that are being discussed</i>

Video Planning For Shots

1	Shot Name	<i>You may want to tag shots with a scene number as well</i>
	Subjects in Video	<i>List by name</i>
	Shot description	<i>Brief description of what will be taped including a script if appropriate</i>
	Camera Movement	<i>Describe any pans, zooms, or tracking required</i>
	Camera framing	<i>Wide, medium, or close shot</i>
	Expected transitions	<i>If the transition is other than a straight cut it will be necessary to capture a little extra before and after the shot.</i>
2	Shot Name	
	Subjects in Video	
	Shot description	
	Camera Movement	
	Camera framing	
	Expected transitions	
3	Shot Name	
	Subjects in Video	
	Shot description	
	Camera Movement	
	Camera framing	
	Expected transitions	
4	Shot Name	
	Subjects in Video	
	Shot description	
	Camera Movement	
	Camera framing	
	Expected transitions	