

Describe the reason or need for your video: _____

What is the single most important point you want the audience to remember? _____

In order of importance, list additional points.

What additional information do you need to plan this video or to write a script, if necessary? Please describe: _____

Will you need other video added to your program as enhancement or explanation (B-roll)? Example: Choir performance _____

Will you need additional graphics? Examples: Text, pictures or computer-generated files _____

Will you need sound effects? Examples: Rain, laughter, footsteps or others _____

Consider if you need to find and/or schedule the following?

Actors

Narrators

Locations

Backgrounds

Props

Are there prescheduled events that need to be recorded? Example: First Communion for a video on the Sacraments: _____

Are there any events that might interfere with your schedule? Example: Sanctuary video, will weddings, funerals, etc. interfere: _____

Thank you for completing the information above, please bring it to our first production meeting.

Call UALC Video Production 451-3736 ext 7639 or email snoreen@ualc.org to schedule an initial production meeting.