

## VIDEO-FILM CLASS BASICS - Study Guide

### Attendance / Roll Call:

Attendance will be held at the beginning and end of each class session. Students who are not in their assigned seats during the initial roll call will be marked Tardy or Absent. Students who are not in the classroom for the final roll call (approximately **5 minutes** before the end of the period) will be marked **absent**. This will be recorded by the attendance office as "out of class without permission" and a truancy.

### Pre-Production:

The first stage of video production requires a plan. Students will complete a detailed **Storyboard** or **Treatment** and then schedule a meeting with the instructor to discuss the details. Once the storyboard / treatment has been approved by the instructor, students may check out equipment and/or begin shooting.

### Treatment:

A **Script Treatment** is a summary of a screenplay. Begin with a one to two sentence description of the story. Identify the setting, main protagonist, main antagonist, and the nature of the conflict. Continue with bullet point descriptions of scenes, in chronological order.

#### Example:

"Pencil Man" is set in a high school classroom, where the protagonist, Pencil T. Man, is happily attempting to write an essay when a tragic act of God befalls him - his pencil tip breaks! Pencil T. Man must overcome all odds to repair his writing implement and successfully complete his essay.

- **LS** - Classroom
- **CU** - Pencil Man writing - pencil breaks
- **CU** - Reaction shot (horror!)
- **FS** - Pencil Man rises and begins navigating through the classroom en route to the pencil sharpener (matching edits on motion for next sequence)
- **Various Angles** - Dramatic montage of Pencil Man approaching and finally arriving at pencil sharpener (action music?)
- **CU** - Pencil being sharpened and removed from sharpener
- **FS** - Pencil Man begins the journey back to his desk
- **MS** - Pencil Man sits and resumes writing
- **CU** - Writing (30 degree rule)
- **CU** - Pencil Man looks to camera and signals his victory with a "thumbs up."
- **Fade to black**
- **Closing Credits**

### Out of Class / Equipment Check Out log:

Students who leave the classroom (except for restroom use), or check out school equipment (camera, tripod, microphone, etc.), must submit an Out of Class log before leaving the room.

The Out of Class log must be accurate, thorough, legible, and include the cell phone number of at least one member of the group. At times it may be necessary for the instructor to contact a member of the

group. For this reason, students should answer all incoming calls while out of class. If the instructor is unable to reach the students after two attempts, all members of the group will be marked absent.

### **Campus Map / Out of Class Rules:**

Students who leave the classroom during class time must stay within the designated (**green**) areas on the Campus Map. Students are not allowed off campus, in the parking lots, or in any teaching areas (including classroom quads) during class time.

**Exceptions:** Students who wish to shoot footage in classrooms, the Gym, or on the athletic fields must receive written permission (an email to Mr. Farris will suffice) from the instructor of that class. In order to receive that permission, video students must meet with the instructor at an appropriate time and place prior to the production day. **DO NOT SHOW UP AT THE CLASSROOM WITH YOUR CAMERAS TO ASK FOR PERMISSION.**

Students, and all video equipment, are due back in class at least **15 minutes** before the end of the period. Be sure to note the time and bell schedule for each day.

Students who neglect to follow the Out of Class Rules are subject to disciplinary action and/or the suspension of out of class privileges.

### **Camera Batteries:**

All cameras and batteries are **color coded**. Cameras with yellow stickers, for example, use the batteries marked with yellow stickers. Students should note the various charging locations and their corresponding colors.

Please use care when inserting and removing the batteries from the cameras. In some cases there is a release button that must be pressed before the battery will come out. As with all camera operations, **DO NOT FORCE IT**. If it's not smooth, you're doing it wrong.

When out of charge, batteries should be returned to their charging stations. Please make sure batteries are properly connected and that the charging light is illuminated.

### **SD Cards:**

Each SD Card is marked with a **number** that corresponds to a specific camera. Please ensure that SD Cards are replaced to the appropriate camera after every usage. Do not leave SD cards inserted in the computers.

Old footage should be deleted from SD cards once it is no longer essential. If the SD card becomes too full, bring it to the instructor. Students may not delete any footage that is not their own.

### **External Drive:**

When uploading footage from an SD card to a computer, please follow these steps:

1. Create a Folder on the External Drive:
  - a. On the desktop, locate and open the "Computer" Icon
  - b. Locate and open the External Drive (it may be labeled Seagate)
  - c. Create a folder and name it for your group or project
2. Insert SD card properly (an icon for the SD card will appear on the screen)
3. Copy your SD video files to the your newly created folder on the External Drive
4. Delete your video files from the SD card
5. Eject the SD card and replace it in the appropriate camera
6. Return camera
7. Open Adobe Premiere and import your video files

### **Computer / Lab Usage:**

There are not enough computers in our lab for every student to edit simultaneously. Groups needing to edit should sign up for a specific computer in advance. Priority use is reserved for those students who are editing an existing project or who have signed up for a specific computer.

- Save your Premiere project periodically to protect against data loss in the event of a crash.
- Avoid excessive noise in the editing lab. Use **headphones** whenever possible.
- Do not bring **food or drink** into the editing lab.
- Clean up after yourself. Throw away your own garbage, put away all equipment properly, push in your chairs, and leave a clean workstation.

### **Exporting a Video Project:**

- When your project is completed, export your Premiere project into a digital video file format. This is done by selecting “File,” > “Export,” > “Media”.
- On the upper right part of this screen, you will see a document name in **blue**. Click this link to **Rename Your Project** and **Select the Location to save** your video file.
- Save your video file to the folder you created on the External Drive.

### **Submitting a Video Project:**

Unless otherwise specified, Video Projects should be uploaded to **Google Drive**, then shared with the instructor at the following address: [speed.farris@sduhsd.net](mailto:speed.farris@sduhsd.net)

In some cases, Video Projects may be submitted to the **LCC Video-Film Facebook page** (link available on course website). This may be accomplished by uploading the video file directly to the Facebook page, or by pasting a link (from YouTube, Vimeo, etc.) into the comments section of the Facebook page.

In addition to submitting a video file, each group must submit a completed **Post-Production Form** stapled to an approved Storyboard / Treatment. Post-Production forms must be detailed, accurate, legible, and submitted to the Post-Production basket on the instructor’s desk. **NO SCORES WILL BE ENTERED FOR VIDEOS SUBMITTED WITHOUT A POST-PRODUCTION FORM.**

### **Forms / Documents / Assignments:**

Forms, documents, and assignment information can be found in the **classroom** and/or on the **course website**.