**TEMPLATE VIDEO PRODUCTION SCRIPT**

**School of Engineering Lab**

**Please complete the script and requirements sections of this document before scheduling a shoot**

Video title (include course title, experiment name):

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Purpose of video:

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|  |

Audience:

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|  |

Ideal length:

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| --- |
|  |

Stakeholders (who needs to be involved including instructor, presenter and technician if applicable):

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|  |

Location:

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|  |

Tools, Safety Equipment, Props, etc

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All sequences of the video MUST be scripted to ensure the camera operator and the presenter do not miss any steps.

Follow the script format below.

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| --- | --- | --- | --- |
| Visual | Narration | Graphics/Text | Time |
| Full screen slate  (white text with blue background) |  | ENGR 101  Making Toast with a Toaster  Required equipment: slice of bread & toaster | 00:00-00:06 |
|  | The following safety precautions must be followed | Safety Precautions for making toast lab… | 00:06-00:30 |
| Presenter in lab (establishing W wide shot – cut to MS medium shot) | Welcome to our lab making toast with a toaster  (presenter can adlib narration but this section needs to include all pertinent points that must be covered). | Name key of presenter | 00:30 – 01:00  (Ideal length of this section) |
| Presenter highlights materials  (CU close-up of bread and toaster) | Today, we will be using a slice of bread and a toaster to create toast  The process takes three steps | (List 3 steps) |  |

All videos will end with a School of Engineering tail bumper.