

## **CHAIRMAN'S AWARD VIDEO PROJECT – SUGGESTED TIMELINE**

### **May – September**

1. Plan/Schedule events for the upcoming season.
2. Form a production team. (camera crew, writers, producers, editors, etc.)
3. Gather production equipment. (camera, lights, microphones, etc.)
4. Shoot any summer team events.
5. Coordinate shooting of scheduled season events. (dates, times, shot list, crew list)
6. Develop theme concepts.
7. Create a rough draft of the script.
8. Plan shots to support the script & theme

### **September – December**

1. Begin shooting all relevant team events/meetings.
2. Revise script to 2nd draft based upon existing footage and new team developments.
3. Begin uploading and organizing (logging) all existing footage for the editor.
4. Begin rough editing and assemble the best clips of your available footage.
5. Begin concepts for possible animated graphics.

### **January**

1. Continue shooting scheduled events + robot build season.
2. Revise a 3rd draft of the script.
3. Continue to build upon the rough edit with new footage, narration & music.
4. Research & acquire theme visuals. (movie clips, special effects, etc)
5. Create 1st draft of animated graphics.

### **February**

1. Finalize shooting and complete the shot list.
2. Finalize the script.
3. Complete animated graphics.
4. Complete the final edit.
5. Create necessary delivery items. (DVD)

### **March**

1. Submit final product to Chairman's Award judges at the Regional event.