

Checklist for video project production

FILMING

- Bring shot list
- Bring talent release forms
- Bring Panasonic brand DV tapes
- Bring 2 fresh AA batteries for microphones
- Check camera battery
- Check camera settings – use standard DV (do not film in widescreen or HD!)**

VIDEO EDITING IN DIIA MULTIMEDIA LAB

- Call lab to ask about workstation availability.
- Bring DV tapes containing your footage.
- Bring multiple blank DVD-Rs or 20+ GIG external drive to store/backup captured clips and project.
- Bring blank CDs for final output.
- Bring storyboard.
- Bring all digitized media assets (images, audio).
- Copy all assets to computer desktop before importing into project.
- Bring snacks and liquids to last through work session.
- Always save to desktop before transferring project to storage drives or DVD.
- Write down where you stored files (using DMS server) and version name.
- Check final export and format specifications.
- Delete all files from transfer folder after finishing your project.

VIDEO EDITING IN OTHER UT LABS

- Note iMovie version.
- Call lab to ask about workstation availability.
- Bring DV tapes containing your footage.
- Bring camera kit to capture DV tape.
- Bring multiple blank DVD-Rs or 20+ GB external drive to store/backup captured clips and project.
- Bring headphones.
- Bring blank CD for final output.
- Bring storyboard.
- Bring all digitized media assets (images, audio).
- Copy all assets to computer desktop before importing into project.
- Bring snacks and liquids to last through work session.
- Always save to desktop before transferring project.
- Check final export and format specifications.

NEED HELP?

- E-mail: diia-dms@utlists.utexas.edu
- Visit <http://www.utexas.edu/academic/diia/dms>