

Working tips for video project production

DOWNLOAD FORMS FOR PLANNING:

<http://www.utexas.edu/academic/diia/dms/forms.php>

- Talent release form – **fill out then print**
- Storyboard templates
- Asset list template
- Shot list template

FILMING: review techniques: <http://www.utexas.edu/academic/diia/dms/shooting/>

- Purchase only Panasonic brand DV tapes at UT Co-op (\$4.99 for 63 mins)
- Purchase 2 fresh AA batteries for microphones
- Recharge camera battery if needed
- **Check camera settings for standard DV** -- never film in wide screen or HD!
- Limit filming to 20 minutes of total footage

REVIEW FOOTAGE- make note of approximate start and end for each scene

RECORDING AUDIO – for best quality, make an appointment to use the DMS audio studio in GSB 2.130. Contact Mike DeLeon 475- 6156 mike.deleon@mail.utexas.edu to make an appointment. Appointments must be made 24 hrs in advance.

VIDEO EDITING IN A UT LAB: review DV editing and finishing techniques

<http://www.utexas.edu/academic/diia/dms/learning.php>

- Most labs do not allow you to store your work and it's erased when you log out. Plan to work until finished, or bring DVDs or external drives to store work.
- Review UT labs info handout and note lab hours, which labs have storage, DV tape decks, and older versions of iMovie.
- Call labs ahead to check for workstation availability.
- Bring your camera kit to capture DV tape footage if you are working in a lab without DV tape decks.
- **Only the footage that you will use in your video**, do not capture all existing footage!
- Bring multiple DVD-Rs or 20+ GB external drive to store/backup captured clips and project (you can only store total 20 minutes of captured footage on each DVD).
- Bring CDs to output/backup final project – note output specs and format.
- **Copy all assets to computer desktop before importing into project.**
- Allow minimum of 3 hours for project editing session, not including about 30 minutes to setup and about 30 minutes to save/transfer work.
- Allow a minimum of 2 hours for final project finishing -- compressing and exporting.
- Bring enough snacks and liquids to last through work session.
- While working, save often, and **always save to desktop before backing up project to storage drives or DVD.**
- Remember where and how you saved transferred files and version names so you can find and retrieve the right one.
- When finished with project, delete all old files from network storage (transfer folder).

NEED HELP?

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