**KOHS Segment Proposal** Submitted By . Date

**NAME OF SEGMENT:**

**PROPOSED RUN DATE:**

**VIDEO STYLE**

**REPORT COMMERCIAL. ASSEMBLY.**

**DOCUMENTARY. NARRATIVE. STOP MOTION. MUSIC VIDEO.**

**JOURNALISM. EXPERIMENTAL. IN-SERVICE**

**TEAM Members (**Enter Active Group Members Here)

**WHO DOES THE VIDEO SERVE**

**WHAT IS THE MAIN MESSAGE**

**WHERE DO THINGS TAKE PLACE**

**WHEN DOES THIS HAPPEN**

**OBJECTIVE OF THE SEGMENT**

**VIDEO DESCRIPTION** – *Provide a brief description of what is happening in your video*

**SETTINGS & RESOURCES** – *Indicate the locations of your video and what props might be needed for each scene.*

# EQUIPMENT AND PROPS NEEDED:

*Camera - Tripod - Mics/Audio:*

# ESTIMATED SCHEDULE:

**Sample**

DAY 1, Date

* Brainstorm Video Ideas
* Brainstorm Locations
* Brainstorm Cast/Crew

DAY 2, Date

* Solidify Video Idea
* Storyboards
* Scripts/Outline
* Crew Schedules - Solidify
* Segment Proposal Due

DAY 3, Date

* Casting - Get cast schedules.
* Locations – confirm
* Director & Editor Meeting
* Schedule Shooting Dates - Solidify
* Script Breakdown/ Storyboarding
* Shoot

DAY 4, Date

* Finish Storyboarding
* Shoot

DAY 5, Date

* Shoot B Roll
* Edit - Rough Cut "done". Analyze what you have and decide if you need reshoots.

DAY 6, Date

* Shoot
* Edit

DAY 7, Date

* FINALIZE - Most touch up should be done by this date of week.
* Export final cut of video to your project folder
* Archive Files to server in proper folder
* Complete Peer Evaluation sheet