

VIDEO PRODUCTION PROCESS



To Know Why:

1.



- ✗ Identify the reason why you need to make a video
- ✗ Is it necessary?
- ✗ Does it help to improve learning experience?
- ✗ Anyone with production experience in your team?

To know who:

2.



- ✗ Talk to production people about your idea
- ✗ Is your idea workable?
- ✗ Do you have enough manpower and resources to work things out?
- ✗ Thinking how hard instead of how easy a video will be made

To know how:

3.



- ✗ Prepare concept brief
- ✗ Budget Plan
- ✗ Project Timeline
- ✗ Script

To Know What:

4.



- ✗ Storyboard making
- ✗ Tender Specification
- ✗ Recruitment of production resources (Camera crew / Post Production crew)

Pre-Production:

5.



- ✗ Production meeting with production crew to sync up with a concept
- ✗ Production Schedule (Shooting date / Casting / Shooting location / Shooting material / Art and graphic design / Editing / VO recording)

Production

6.



- ✗ Shooting Schedule (Call sheet / Contact list / Shooting time and sequence)
- ✗ Prepare hard drive to store and transfer shooting data / footage

Post Production

7.



- ✗ Editing Process
- ✗ VO Recording
- ✗ Graphic Making Process
- ✗ Project Deadline
- ✗ Video Output Form