

PRE-PRODUCTION PHASE

DEFINE

- Meet with clients to create project plan.
- O Determine type of digital media.
- Set overall goals for design.
- O Define target audience.
- Agree on deadlines.
- Create a budget.

PRE-PRODUCTION PHASE

STRUCTURE

- Gather and manage information and digital assets (music, etc.) provided by the client.
 - Create a file-naming convention to assure proper organization and storage.
 - Save and organize files for easy and quick access.
- Create any necessary design documents.

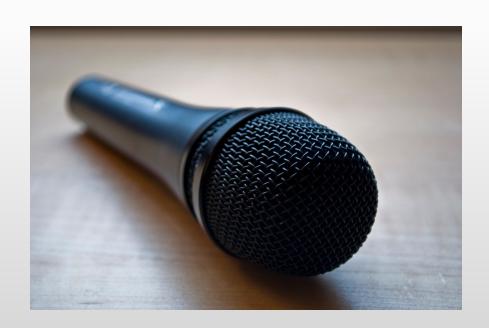


CHOOSE CAMERA

- Choosing the appropriate camera depends on:
 - The specific type of footage needed.
 - The location.
 - The performer.

CHOOSE MICROPHONE

- Choosing the appropriate microphone depends on:
 - The specific type of recording needed.
 - The location.
 - The performer.



CHOOSE SOFTWARE

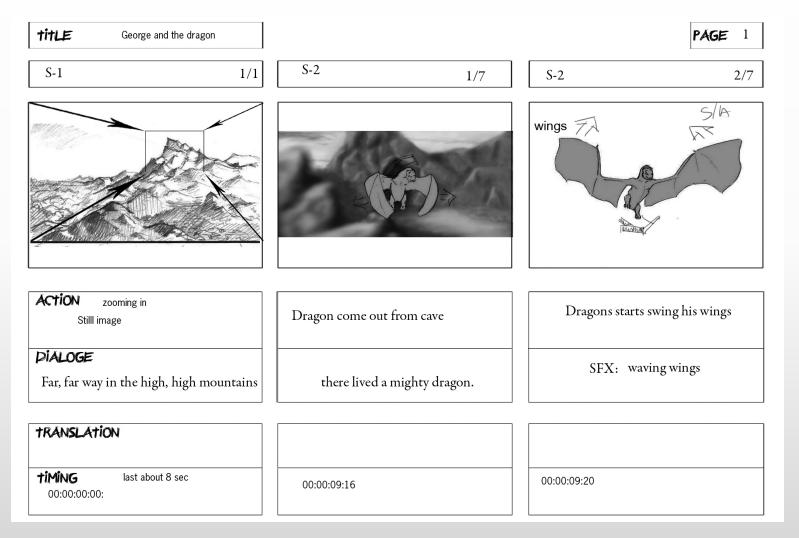
- Video Editing Software Captures video from the original source and imports it into the editing software (Example: Adobe Premiere, Final Cut Pro).
- Manipulates video clips and adds the desired audio and effects to convey the intended message.

PRE-PRODUCTION PHASE

DESIGN

- Write a script that effectively conveys the intended message to the audience.
- Create storyboard.
- Present script and storyboard to client for review and feedback.
- Redesign and resubmit for approval.

STORYBOARD





QUESTIONS TO CONSIDER

- O Why is it important to create storyboards before filming?
- O Do you think all films have storyboards, even documentaries?

PRODUCTION PHASE

BUILD

- Setup equipment such as tripods, cameras, and lighting.
- Record footage according to the storyboard.
- Capture and name recorded video.
- Import recorded footage into the video editing software or gather existing footage from outside sources.
- Select, edit, and assemble the video clips according to the storyboard.

PRODUCTION PHASE

BUILD

 Adjust audio levels, add titles, add transitions to the video clips to convey the intended message to the audience.

PRODUCTION PHASE

TEST

- Check for errors and quality.
- Revision based on test results.
- Preview the final version.
 - Preview to see how the digital media will look on a particular output device (computer monitor, tablet, phone, etc.).

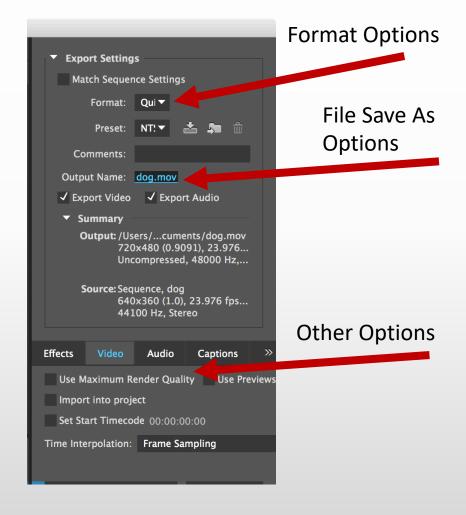
POST-PRODUCTION PHASE

DELIVERY

- Optimize the digital media for specific client needs, including:
 - File format requirements (Codecs)
 - File size requirements
 - File name requirements
- Submit the finalized version(s) of the digital media to the client.
- Outline a project launch plan (if needed).

VIDEO EXPORT SETTINGS

 To export a video in Premiere Pro go to File>Export>Media. This will bring up your export settings window.





VIDEO EXPORT SETTINGS

- Choose format, file name and other settings.
- May export entire or selected sequence, audio or video.
- Make sure your sequence that you want to export is selected when you do this.

QUESTIONS TO CONSIDER

O Why do you think export settings are important? Can't we just choose a file type, set it, and forget it?