CP3BC

National Diploma in Business Computing

Multimedia Video Project

Guidelines for Documentation

The following documents are required to be submitted with the project.

Treatment

After the initial research is finished, you will have worked out a way of creating your video. The Treatment consists of writing down on paper all the things you intend to include in the video.

In note form, with the visuals on the left and an indication of what the sound will be on the right, a sample would be:-

Opening of a new bridge

1	Crowds arrive for the opening ceremony	Commentary: new bridge opening today – bridge replacing ferry
2	Ferry on last trip	Ferry working since 1936 – last trip on Sunday at noon
3	Interview with ferry captain C/a* photo of rowing skiff	Sync: 'end of an era – ferry replaced rowing skiffs – early hostility to ferry – sad to be going'
4	Library film: new bridge being constructed	Commentary: new bridge started two years ago
5	…	…

The main reason for doing a treatment is that it focuses on what you want to do. It can help answer questions such as:-

- Will the ideas work?
- Have you planned enough sequences for the story you want to tell?
- Do the planned sequences add up to what is needed in both time and content?
- Have you left anything out?

Shot List

This is a list of the shots you have taken and the details of what is in each. The shot list is a record of work done and allows you to easily locate the shots when you want them in editing. The order of shooting is not always the same as the order on the treatment so a shot list is necessary.

A sample shot list would be:-

Number	Time In	Time Out	Description	Comment
1	00:00:07	00:00:15	Shot of river	Good footage
2	00:00:17	00:00:26	Ferry leaving port	Unusable,
3	00:00:28	00:00:30	Crowd arriving	Good footage but slow

You may also wish to include a column which details any sound you are adding in the shots.

Paper Edit

The sequencing of the shots you have taken. The shots are separated into the various scenes that will feature in the video.

Each scene is described at a high level indicating the purpose of the scene and the general setting. Included here is the type of commentary and any music which is being used for the scene.

Each shot within the scene is also described. The running time for the shot, the commentary and appropriate music is provided in the description.

The Paper Edit serves to further organise your video and ensures that the editing procedure runs smoothly and efficiently.