**Sequence for Making a WTS VT Documentary**

**Pre-Production**

1. **Establish Team’s Topic & and Initial Draft of Team’s Vision Statement**

[Single Slide, Vision for Change Direction, Vision of Change Statements](https://docs.google.com/presentation/d/1X903E23qQs6RpiEzdhJ7YPIbfGzfM9XoD7Tdl_DBtQo/edit#slide=id.g451de2de06_0_158)

1. **Access Shared Digital Space within Google Drive**

We’ve created a google folder for each of your teams. This is where you and your team will document, share, and organize all the pieces of the documentary.

1. **Create & Implement a Plan for Researching & Documenting Current People / Organizations Already Engaged in Topic**

What is you plan for the next month? When will you hold your weekly hangout? What do you plan to do between today and your first hangout?

1. **Generate List of People to Pre-Interview**

Collaborate on these questions. What do you hope to learn?

1. **Conduct Pre-Interview Conversations**

Often happens over the phone. Let people know that you are just doing research and that you may contact them later for a filmed interview if they’re willing.

1. **Determine Which Characters to Film & Where**

Be ruthless. Fewer strong characters are better than a series of talking heads. Who turns out to have a real story? Who speaks in a compelling manner?

1. **Schedule Filmed Interviews**

For the time and location, take into consideration whether there will be image-rich possibilities as well as a quiet space for the interview. Keep in mind what we learned from Jason Mitell (Middlebury College professor).

1. **Determine Production Design**

Again, apply what you’ve learned so far about the choices filmmakers make. How will you frame shots? What about transitional elements? How will we make sure our film isn’t just a bunch of talking heads? As Jason Mitell said, develop a “style sheet” to make sure you’re deliberate and consistent about the choices you make.

**Production**

1. **Conduct Interviews**
* Determine 5 - 6 interview questions that are asked of all interviewees. Specific questions should grow directly out of research and pre-interviews. If you know the person will be talking about something that has already occurred, ask them to bring photos if available to the shoot.
* At least two members of the team should go on the shoot - one to interview, the other to take care of tech (lighting, sound, and framing); if a third person is available, they should log questions and answers in real-time and make notes on potential B-roll.
* Consider running a second locked off (unmanned) camera simultaneously with a complementary angle (wider but in a similar line of sight so it cuts well) for more possibilities in the edit. This also serves as a backup should your primary camera be compromised in any way.
* Interviewers, know your questions. Listen to the interviewee’s answers and adjust accordingly. Ask interviewees to incorporate your question into their response. Allow a pause after the answer.
* Shooters, you cannot shoot too much B-roll. Prepare the interviewee that shooting B-roll will take at least as much time as the interview. Be sure to get Room Tone (30 seconds of no one talking) and establishing (scene set) shots.
1. **Log and review the work as a Team**
* After each interview (if a logger isn’t on-site), log the questions and answers with time code notes. The logs don’t need to be verbatim, but they should faithfully capture the subject and emotion. Log B-roll as well.
* As a team, watch all the interviews together. Highlight gems - both sound bytes and b-roll. Be sure to note the time code.
* Discuss which interviews work well together, where the common threads are as well as where interesting differences occur.
1. **Create a Script (Three Steps to Creating Your Script)**
* First, draft an [Overview / Outline of the Story’s Arc](https://docs.google.com/document/d/1OJ-5fmdftET03DEzDjRQsFoKbukGd8rUwFYeF7uwouM/edit?usp=sharing).
* Establish the setting, main character(s), and problem early. Make sure your story builds to a dramatic high point.
* Then draft a [Two-Column Script](https://docs.google.com/document/d/1CkCm2kVMIizut9-fo9pzX1FTt6HjHEYQZqUn3dttxuc/edit?usp=sharing).
* Together, order your sequences using the interview clips, noticing where you will need to add transitions, narration and/or graphics.
* Decide how long each section of the film deserves to be proportionately.
* Visuals are part of the script. Put in where B-roll tells the story.
1. **Determine What, if Anything, is Missing...and Go Get It**

**Post-Production**

1. **Import all videos. Make sure that all parties have access.**
2. **Edit the rough cut.**

Follow the script! If you begin to deviate, check with your team to make sure that they understand how and why you are doing this.

1. **Screen with the team. Get feedback and edit more.**

Lock your visuals for your fine cut.

1. **Add narration, music, sound effects and graphics**
2. **Publish**