

NAME:	DATE:					PROJECT:	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
PRE-PRODUCTION				was not here		no school	
Lecture Notes							
Evaluating Outside Videos							
Quizzes							
Demonstrating Techniques							
Story Proposal		1 min of thinking					
Story Board		25 min of writing out story					
Script Writing							
Production Meeting							
Location Evaluation	2.5 min of going through location						
Gathering Equipment							
Coaching Talent							
Teaching Software Use							
Set Construction							
Finding Props							
Finding Audio					30 min looking for music for video		
Setting Appointments							

NAME:	DATE:					PROJECT:	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
Doing Topic Research					20 min looking for vid ideas		
Off Campus Meetings	1 hour for shoot						
Equipment Maintenance							
Equipment Organization	5 min to get ready for video						
Software Installation							
Fundraising Activities							
FIELD PRODUCTION							
Field Producer							
Field Talent							
Interviews							
Sports Videos							
Special Events							
Camera							
Audio							
Lights							
Grip							
Miscellaneous Jobs							
Set Clean Up	20 min to clean up						

NAME:	DATE:					PROJECT:	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
Reshooting							
Getting Stock Library Footage							
POST PRODUCTION							
Editing Video		40m	35m				
Editing Audio		10m	5m				
Importing Music							
Proofing Production							
Dubbing to I-Tunes							
Dubbing to QuickTime							
Dubbing to Jump Drive							
Converting to DVD							
Duplicating Video							
Watching the Show							
Evaluating Student Videos							
Revising Videos							
Repackaging Videos							
Writing Anchors							
STUDIO PRODUCTION							
Studio Director							

NAME:	DATE:					PROJECT:	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
Production Booth Tech Support							
Studio Audio							
Studio Lighting							
Studio Camera							
Studio Set Construction							
Editing Broadcasts							
Dubbing for Distribution							

NAME:					
	Saturday	WEEKLY TOTALS			
PRE-PRODUCTION					
Lecture Notes					
Evaluating Outside Videos					
Quizzes					
Demonstrating Techniques					
Story Proposal					
Story Board					
Script Writing					
Production Meeting					
Location Evaluation					
Gathering Equipment					
Coaching Talent					
Teaching Software Use					
Set Construction					
Finding Props					
Finding Audio					
Setting Appointments					

NAME:					
	Saturday	WEEKLY TOTALS			
Doing Topic Research					
Off Campus Meetings					
Equipment Maintenance					
Equipment Organization					
Software Installation					
Fundraising Activities					
FIELD PRODUCTION					
Field Producer					
Field Talent					
Interviews					
Sports Videos					
Special Events					
Camera					
Audio					
Lights					
Grip					
Miscellaneous Jobs					
Set Clean Up					

NAME:					
	Saturday	WEEKLY TOTALS			
Reshooting					
Getting Stock Library Footage					
POST PRODUCTION					
Editing Video					
Editing Audio					
Importing Music					
Proofing Production					
Dubbing to I-Tunes					
Dubbing to QuickTime					
Dubbing to Jump Drive					
Converting to DVD					
Duplicating Video					
Watching the Show					
Evaluating Student Videos					
Revising Videos					
Repackaging Videos					
Writing Anchors					
STUDIO PRODUCTION					
Studio Director					

NAME:					
	Saturday	WEEKLY TOTALS			
Production Booth Tech Support					
Studio Audio					
Studio Lighting					
Studio Camera					
Studio Set Construction					
Editing Broadcasts					
Dubbing for Distribution					