

Student Project Checklist for an Informational Documentary

Project Checklist	Start Date	Completion Date
<input type="checkbox"/> Pick topic, group members and make a project folder		
<input type="checkbox"/> Return student release form signed by a parent/guardian		
<input type="checkbox"/> Submit media release form signed by a parent/guardian		
<input type="checkbox"/> Take notes		
<input type="checkbox"/> Organize notes		
<input type="checkbox"/> Contact interviewee and schedule interview date		
<input type="checkbox"/> Write report on topic		
<input type="checkbox"/> Assign jobs and titles		
<input type="checkbox"/> Confirm appointment with interviewee		
<input type="checkbox"/> Create a sequence of the story		
<input type="checkbox"/> Formulate the interview questions		
<input type="checkbox"/> Prepare the interview questions		
<input type="checkbox"/> Practice the interview		
<input type="checkbox"/> Prepare the set (props and equipment)		
<input type="checkbox"/> Conduct the interview		
<input type="checkbox"/> Edit the first movie (First Draft)		
<input type="checkbox"/> Edit the storyboard		
<input type="checkbox"/> Sequence the clips		
<input type="checkbox"/> Enhance the first draft		
<input type="checkbox"/> Gather primary sources		
<input type="checkbox"/> Write a Narration Voice Over Script		
<input type="checkbox"/> Record the Voice Over		
<input type="checkbox"/> Second Draft (Final Video Production)		
<input type="checkbox"/> Assessment		
<input type="checkbox"/> Film Festival		