



PRE-PRODUCTION WORKSHEET

NAME OF STORY _____

| REPORTER | VIDEOGRAPHER |
|----------|--------------|
| | |

INTERVIEW QUESTIONS: At least 8 questions per interview subject. You must interview at least 2 subjects.

| | |
|----------------------------|---------------|
| INTERVIEW SUBJECT | Name: |
| | Title: |
| CONTACT INFORMATION | |
| Question 1 | |
| Question 2 | |
| Question 3 | |
| Question 4 | |
| Question 5 | |
| Question 6 | |
| Question 7 | |
| Question 8 | |
| Question 9 | |
| Question 10 | |

| | |
|----------------------------|---------------|
| INTERVIEW SUBJECT | Name: |
| | Title: |
| CONTACT INFORMATION | |
| Question 1 | |
| Question 2 | |
| Question 3 | |
| Question 4 | |
| Question 5 | |
| Question 6 | |
| Question 7 | |
| Question 8 | |
| Question 9 | |
| Question 10 | |



Producer/Supervisor Approval: _____ Date: _____

B-ROLL SELECTION: Describe 10 Shots you will need to tell your story effectively.

| B-ROLL | Shot Description | Shot Type (ECU/CU/Med/Wide/etc.) |
|---------------|-------------------------|---|
| SHOT 1 | | |
| SHOT 2 | | |
| SHOT 3 | | |
| SHOT 4 | | |
| SHOT 5 | | |
| SHOT 6 | | |
| SHOT 7 | | |
| SHOT 8 | | |
| SHOT 9 | | |
| SHOT 10 | | |



Producer/Supervisor Approval: _____ Date: _____

NAT SOUNDS SELECTION: List 5 Natural sounds that you can use to tell your story.

| | |
|-------|--|
| NAT 1 | |
| NAT 2 | |
| NAT 3 | |
| NAT 4 | |
| NAT 5 | |

OPENING/CLOSING SHOTS: Describe a compelling Opening and Closing shot you can use to grab the audiences' attention and then finish strong.

| | |
|-------------------------|--|
| OPENING SHOT | |
| CLOSING SHOT | |



Producer/Supervisor Approval: _____ Date: _____

SOUND-BITE TRANSCRIPTION: Transcribe **at least 3 sound-bites** for each of your interview subjects.

TIP: Try to select sound-bites which convey emotion or opinion on stories where that is appropriate. Expert subjects can also give factual sound-bites that demonstrate their knowledge or insight into the story. Normal sound-bites should be between 8-to-12 seconds. They can a little longer or shorter, if they are really compelling!

| | | |
|-----------------------------|-----------------------|----------------|
| INTERVIEW SUBJECT #1 | Name: | |
| | Title: | |
| | Transcription? | Length? |
| Sound-Bite 1 | <hr/> <hr/> <hr/> | |
| Sound-Bite 2 | <hr/> <hr/> <hr/> | |
| Sound-Bite 3 | <hr/> <hr/> <hr/> | |

| | | |
|-----------------------------|-----------------------|----------------|
| INTERVIEW SUBJECT #2 | Name: | |
| | Title: | |
| | Transcription? | Length? |
| Sound-Bite 1 | <hr/> <hr/> <hr/> | |
| Sound-Bite 2 | <hr/> <hr/> <hr/> | |
| Sound-Bite 3 | <hr/> <hr/> <hr/> | |



Producer/Supervisor Approval: _____ Date: _____

| | | |
|---------------------------------|-----------------------|----------------|
| INTERVIEW SUBJECT #3 | Name: | |
| | Title: | |
| | Transcription? | Length? |
| Sound-Bite 1 | <hr/> <hr/> <hr/> | |
| Sound-Bite 2 | <hr/> <hr/> <hr/> | |
| Sound-Bite 3 | <hr/> <hr/> <hr/> | |

| | | |
|---------------------------------|-----------------------|----------------|
| INTERVIEW SUBJECT #4 | Name: | |
| | Title: | |
| | Transcription? | Length? |
| Sound-Bite 1 | <hr/> <hr/> <hr/> | |
| Sound-Bite 2 | <hr/> <hr/> <hr/> | |
| Sound-Bite 3 | <hr/> <hr/> <hr/> | |