Name:	Production Title:			
Crew and Tal	ent:			
Outline:	The outline takes the form of a short statement that describes the concept and purpose of the video.			
Treatment:	The treatment is the essence of the ideas and information contained in the outline. The treatment is not intended to be a detailed plan. It explains the way in which the video is going to be presented—describing the look, style, and mood of the overall production. An abbreviated treatment will clarify your ideas and improve the prospects of even the simplest video. This is			

Use the back of this paper to write your treatment.

especially true when more than one person is working on the production.

uipment Needs: Check or	ıt date	Return Date: _		
Camera	Audio		Other	
Tripod	Tape		Other	
A storyboard is probably the most useful planning document for both inexperienced and professional video makers. It consists of frame-by-frame sketches that indicate the content of each scene and the way in which it will be shot—that is, shot type, angles, and so on. Accompanying notes can be used to describe what you are trying to achieve in each shot as well as audio notes. You do not have to be a great artist to produce a useful storyboard since it is generally only for your own reference. The advantage of this kind of document is that it helps you to visualize not only individual scenes but also the overall pace of the action and atmosphere of your planned video.				
Scene Sketch	Shot Description	Audio	Comments	
			Time:	
			Time:	
duction Title:		I		

	Scene Sketch	Shot Description	Audio	Comments
3				Time:
4				
4				Time:
5				Time:
6				Time:
		1		

7		Time:
8		Time:
9		Time:
10		Time:

		Time:
		Time:
		Time:
		Time:
Natas		

Notes: