

*Please put your name/org and page number in the header*

**ORGANIZATION NAME** Post- Production Materials

Date Submitted:

Participant Name:

Organization Name:

**Edit Script**

Very similar to the story helper, this document outlines the results of your story development to guide the editing process.

Working Video Title:

What is the premise of the video (1-2 sentences that describe what the video is about)?

Documentary characters:

Themes the video addresses:

Metaphors you'd like to convey:

What you want the audience to feel and do at the end of the video?

Any other thoughts on your story idea?





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## Paper Edit Script

Read through your log sheets and note the footage you think would make a good film. List the shots you'd like to include in the film in the order you'd like to see them.

FILE NAME/DATE	TIMECODE IN-OUT	DESCRIPTION OF VIDEO AND/OR ACTIONS AND SCENES	DESCRIPTION OF AUDIO	COMMENTS



## Transcription Format Helper

This is an example of what a transcript document looks like.

### **Date of Media\_File Number\_Subject Name**

1. Please save document as the page header (Date of Media\_File Number\_Subject Name)

2. FONT: Times New Roman size 12

3. TITLE: Should be centered at the top of the first page and **bold**.

4. HEADER: To access Header and footer, you go under..... View... Header and Footer.

In the Header place the Date, Tape #, and your name. All of this information should be shifted to the left.

5. FOOTER: In the footer select auto text, file name align left. Next select auto text, Page x of y align right.

6. In the body of the transcript you will first start with the beginning time code. Time Code is displayed as 01:00:00:. Time code should be placed on a separate line above the transcribed dialogue. Time Code should be recorded each time someone begins to speak. If there is no dialogue to transcribe, record the time code every minute and describe that one minute in detail. When transcribing an interview, to differentiate the interviewer with the interviewee you would place anything that the interviewer says in *italics*. If there are several people talking please specify who is speaking. See Example Below.

### **10/18/2010\_0032\_Lyndia Bloom**

**04:06:53**

*We are traveling. This is our second of three trips about the rabbinical students' trip and what it's about and why it happened.*

*So, first if you could give us your name and spell it for us.*

Lydia Bloom. That's L-y-d-i-a B-l-o-o-m.

*And you're a student at?*

**04:07:22**

Lyndia: HUC Los Angeles.