

Documentary Production Team Timeline

1. **Production Meeting #1** (entire Production Team)
 - a. Executive Producer (EP) overviews the topic of the film
 - b. EP reviews *Documentary Storytelling* handout, emphasizing the Rule of Fourths and the story arc
 - c. Production Team (PT) brainstorms themes, plot points, and artistic decisions
 - d. EP divides team members into Production Teams
2. **Research**
 - a. PTs do background research to answer *Guiding Questions* in Production Notebook
 - b. As they progress through the research phase, the PT should keep an *Image Log* in the Production Notebook to capture ideas for possible visuals for the film related to their section
 - c. After answer *Guiding Questions*, PTs each complete *Documentary Treatment* for their section of the film in Production Notebook
 - d. As the PT completes the treatment, members should complete the *Bibliography* in the Production Notebook
3. **Production Meeting #2** (entire Production Team)
 - a. Each PT “pitches” their portion of the *Documentary Treatment* to the entire Production Team
 - b. EP facilitates discussion related to the content of each segment as well as the “flow” between segments of the film
 - c. EP gives each PT specific feedback for modifications/additions to the *Documentary Treatment*
4. **Image Rough Cut**
 - a. After modifying *Documentary Treatment* following Production Meeting #2, PTs select and sequence images to complete the visual narrative for their section and notate the images on the *Storyboard Template* in the Production Notebook
 - b. PTs sequence images in the timeline in Windows *Moviemaker* project, adjusting the time for each image according to the *Storyboard Template* (*ADD IN ___ seconds for each image in template*)
5. **Production Meeting #3** (EP)
 - a. Each PT presents their image rough cut to the EP for questions and feedback
 - b. EP critiques each image rough cut to help to ensure flow within and between sections of the film, offering suggestions for addition, subtraction, and revision
6. **Storyboard Development**
 - a. Each PT considers feedback and suggestions from Production Meeting #3 to revise image rough cut
 - b. PT then develops the narration, visual effects, and audio elements on the *Storyboard Template* in the Production Notebook
 - c. PT members should be sure to consider how the narration and audio can enhance the visuals which are the main emphasis of the film

7. **Production Meeting #4** (entire Production Team OR individual team meetings with Executive Producer)
 - a. Each PT receives feedback and suggestions to help them to revise the storyboard template
 - b. Emphasis for feedback is on how the audio enhances the visuals
8. **Production**
 - a. Each PT completes final version of their section of the film
 - b. Team exports their video and turns over the Production Notebook to EP
9. **Screening**