

Project Title: _____ Production Name: _____ Student Name: _____

Silent Video GRADING CHECKLIST – fill out and turn in at end of project

Director’s name:

	Director assisted with script, shot list and storyboards.
	The story flows well; it makes sense.
	Variety of well-composed shots recorded (CU, WS, MS, ECU, EWS, OS)
	More than one take of each scene was recorded.
	Director supported the team (problems solving, networking, etc)
	Director modeled good behavior and commitment to the project.
	Finished video contains no dialogue – it tells the story visually.
	Finished video matches the assigned story outline.
	Director thanked all crew and actors at the end of shooting/editing.
	Video is completed and turned in on time.

Cinematographer’s name:

	Assisted with creation of shot list & storyboards.
	Camera lens was checked for cleanliness daily.
	Sun is not behind subject (unless silhouette)
	Camera is steady (tripod was used regularly)
	Any pans or zooms are steady and ‘invisible’.
	Headroom and rule of 1/3 guides were followed.
	Footage contains angles: WS, MS, CU, ECU
	Filmed a minimum of 8 separate shots.
	Shots filmed matched the storyboards planned.
	Was available to help crew after shooting.

Producer’s name:

	Script is typed in correct screenplay format w/o spelling errors.
	Credits typed (both cast and crew) & page includes project title.
	Shot list typed & page includes project title and production name.
	Storyboards completed (seq #, shot descript., a/v effects, sketch)
	Talent releases completed before filming with each actor.
	Camera slate used (can we see it in the raw footage?)
	Producer signed out each group & obtained a hall pass for shooting.
	All papers/forms in production folder neat and tidy.
	All papers have project title & production name typed on top of page
	Paperwork turned in to the in-box on time.

Editor 1:

Editor 2:

1	Fade in / fade out & clean transitions used.	2
1	Final edit uses 8 or more separate shots.	2
1	Edited for pacing - shows only necessary action.	2
1	Original audio removed & music levels are good.	2
1	Final edit includes a WS, MS, CU, ECU	2
1	Final edit includes original credits and title.	2
1	No spelling errors and text is inside title safe.	2
1	Credits include credit to class (see below)	2
1	Turned in video as a .mov file to correct location	2
1	Was available to help crew after shooting.	2

Credits: Digital Video Arts 1
Mission Valley ROP
Semester, year