

Project Title: \_\_\_\_\_ Production Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

### **Documentary Video GRADING CHECKLIST – fill out and turn in at end of project**

**Director’s name:**

	Finished video fits the assigned theme of a "social issue".
	Contains appropriate b-roll during the interviews.
	Pacing of the video is appropriate to the topic / audience.
	The video is coherent (makes sense, topic is clear).
	We clearly hear the questions (on mic) being asked, or responses are in complete sentences.
	All interviews are consistent (all with interviewer or all without)
	Camera framing is within the composition guidelines (rule of 3rds, headroom, leadroom)
	Director thanked all involved by the end of shooting/editing.
	Director was supportive of the team, individually and as a whole.
	Director modeled good behavior and commitment to the project.

**Producer’s name:**

	Credits for both crew and those interviewed are typed (incl. special thanks)
	Shot list is typed, including both camera angle and subject description
	Footage log is completed, and lists all takes, one per row.
	Budget form is completed, with all columns totaled, and over/under \$ noted
	Talent releases are completed & signed for each person in video.
	Storyboards are drawn including: seq #, shot, a/v effects, dialogue, sketch
	Interview Q's are in complete sentences and typed neatly.
	There is no audible or visual cursing in the video. (listen during filming!)
	All papers/forms are in the production folder, free of food, smudges and severe wrinkles. All papers contain video title & prod co. name at top.
	Paperwork is turned in on time.

**Cam 1:**

1	The sun is not behind the subject, lighting is good.	2
1	Camera is steady (tripod is clearly used)	2
1	Any pans or zooms are steady and 'invisible'.	2
1	B-roll is purposeful, and has to do with the topic	2
1	Headroom and rule of 1/3 guides were followed.	2
1	A microphone was used for all interviews, and working (or re-shoot if not)	2
1	A variety of shots filmed, including CU, MS, WS	2
1	The footage (incl. interviews) covers the assigned subject, and is appropriate for the topic.	2
1	Camera slate used for all interviews.	2
1	Was available to help crew after shooting.	2

**Cam 2:**

**Editor 1:**

1	Video flows from shot to shot, with mix of b-roll	2
1	Lower third graphics are used, naming each person interviewed at least once	2
1	Style of the graphics match the style of the video content (subject)	2
1	Fades in from black in beg, & fades out at end.	2
1	Audio levels are correct and consistent.	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	TRT of final video is between 2 and 4 minutes.	2
1	Turned in video as a .mov file to correct location	2

**Editor 2:**

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