



A good story should be moving.

Video shoot info

Name of the Church: _____
Date of Video(s): _____
Dates of Shoot: _____

VIDEO SHOOT INFORMATION

- Think about a weekend that will be best to shoot the video. Keep in mind we need at least two weeks in between the weekend we shoot the video and when the first video will be shown.
- When the crew comes to shoot the video know that it is imperative that we keep to the schedule as closely as possible to make sure we cover everything for your video.
- Please look over general shoot schedule. Expect to be contacted by the producer. List any scheduling concerns, needed details for the shoot, needed content or another thoughts about the video:

This is a rough sketch of a typical shoot.

Friday:

Travel

Saturday:

9:00 am	Arrive at Church or other pre-arranged location
9:15 am - 10:00 am	Setup for interviews
10:00 am - 10:30 am	interview 1
10:45 am - 11:15 am	interview 2
11:30 am - 12:00 pm	interview 3
12:15 pm - 1:15 pm	Lunch
1:30 pm - 2:00 pm	interview 4
2:15 pm - 2:45 pm	interview 5
3:00 pm - 3:30 pm	interview 6
3:45 pm - 4:15 pm	interview 7
4:30 pm - 5:00 pm	interview 8
5:30 pm	Wrap out



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Sunday:

- 8:00 am - 8:30 am Arrive and preset for more interviews following service
- 8:30 am - 9:30 am Shots of Church members arriving
- 9:30 am - 12:00 pm Service/Sunday school/Adult classes
- 12:15 pm - 12:45 pm Lunch (please arrange for lunch to be brought in)
- 1:30 pm - 2:00 pm Interview 9
- 2:15 pm - 3:00 pm Interview 10
- 3:00 pm - 4:00 pm Clean up B-roll, perhaps land for future site
- 4:30 pm Wrap out

WORSHIP / CELEBRATION SERVICES

Times of Services: _____

Fullest Service: _____

SCRIPTURE REFERENCES

Key Scriptures for the Campaign / Church: _____

Which translation of the Bible do you use: _____

PRE-EXISTING VIDEO

Please forward to us any pre-existing video that maybe useful for the video; video that we otherwise will not be able to capture while we are there. (i.e. mission trips, youth trips, work around the community) Please be selective. We only need 1 minute of the best video from each segment:

ANIMATED WALK THROUGH

Has your architectural firm created a computer generated animated walk though of the new building? _____

LIGHTING & ROOM CONDITIONS AND TECHNICAL PREPARATION

What are the lighting conditions in the sanctuary?

Are there windows with a lot of daylight in the sanctuary? _____

Is there stained glass in the sanctuary? _____

Has there been a quiet large room (with no windows or little windows and no white walls) selected to conduct interviews: _____

Talk to the person who handles sound for the service and make them aware that we will need to take a feed off the board. An XLR mono-mix would be best, but a headphone output will suffice:

If there is anyone in the church with an interest in video and that would be willing to help, please have them available to work with the camera crew as much as possible. This will streamline the process and make things run more smoothly.



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INTERVIEW INSTRUCTIONS AND NAMES

- The sound bites gathered in the interviews will be a large part of the final videos.
- Interviews are shot one person at a time. No couples please.
- **Please do not allow interviewees to see the questions or prepare any responses.** Memorized responses come across stiff and unnatural. These interviews need to be unscripted and natural as possible.
- Interviewees should avoid wearing white clothes and clothes with tight patterns (i.e. pinstriped shirts, herringbone patterns in jackets.) Solid colors are the best
- Carefully select the persons you think will communicate best their thoughts and feelings. Please stay within the guide lines given for the number of interviewees: Members – 5, Team/ Church Leaders – 3, Pastor(s) – 2

List the names of the members that will be interviewed:

Date: _____ Time: _____ Name: _____
 Date: _____ Time: _____ Name: _____
 Date: _____ Time: _____ Name: _____
 Date: _____ Time: _____ Name: _____
 Date: _____ Time: _____ Name: _____

List the names of the church/team leaders that will be interviewed:

Date: _____ Time: _____ Name: _____
 Date: _____ Time: _____ Name: _____
 Date: _____ Time: _____ Name: _____

List the name(s) of the pastors that will be interviewed:

Date: _____ Time: _____ Name: _____
 Date: _____ Time: _____ Name: _____

Important: Additional interviews over the specified amount must be approved by the producer. Please keep the producer up to date on the interviewees as they are scheduled. The complete interview schedule must be forwarded to the producer 2 days before the camera crew’s arrival.

WHAT ELSE WILL BE SHOT

In addition to the interviews, relevant footage will be shot to help support the campaign video. Examples are worship, sermon, Sunday school, teaching, kids, church exteriors, fellowshiping, praying and offering.

WHAT TO EXPECT AFTER THE SHOOT

Be prepared after the shoot to have the scripts forwarded to you for approval. Once the scripts are approved, the editing process will begin. After the first edit has been made, a copy will be sent or uploaded to the web for approval.