

Steps in the Production Process

Pre-Production

Research your subject

Treatment

Storyboard

Script

Shot List

Equipment List

Set up Folder Structure

Set up Premiere File (proper settings and Bins)

Create titles (Premiere/Photoshop/Titledecko/Inscriber/other)

Contact and schedule actors/location/crew

Production

Create Animations

Produce/gather materials

- Audio – narration, sound effects, music
- Visuals – video, photos, animation, graphics

Post-Production

Log material

Capture/digitize materials

Edit Material

Produce rough cuts – pre-view

Export

Record/burn/upload

Package (DVD menu, cover, label)

*You should be working on multiple projects so you never have any down time.

If there is down time due to equipment issues, read articles or manuals to improve your skills and knowledge.