

	Pre-Production	Production	Post-Production
Producer	<ul style="list-style-type: none"> • Ensure project remains on schedule and due dates are being met • Keep the project focused around a central theme • Plan and schedule locations for shooting • Create and submit the script 	<ul style="list-style-type: none"> • Keep track of the script and storyboard - make sure you're following the plan. • Set up the shooting location with necessary props. 	<ul style="list-style-type: none"> • Divide up the scenes in your project and decide who will rough cut each scene. • Evaluate the final project and make sure it meets the team's theme goals. • Submits the final video file.
Director	<ul style="list-style-type: none"> • Responsible for the creative direction of the project. • Create and submit storyboard 	<ul style="list-style-type: none"> • Give directions to the talent when to begin and end, where to move, and how to act. • Give directions to the videographer on when to start and stop recording 	<ul style="list-style-type: none"> • Review the raw footage and decide which takes to keep. • Assemble the rough cuts into the correct order.
Videographer	<ul style="list-style-type: none"> • Help plan camera shots on storyboard • Create and submit the shot list 	<ul style="list-style-type: none"> • Operate the camera 	<ul style="list-style-type: none"> • Precision trip and cut the final video clips.
Lights and Sound	<ul style="list-style-type: none"> • Help plan audio, sound effects, and lighting effects on storyboard • Create and submit the pre-planning sheet • Prep audio and lighting equipment before shoot • Organize necessary props, costumes, and background items 	<ul style="list-style-type: none"> • Set up the lighting equipment before shooting • Operate the sound equipment • Return props and costumes 	<ul style="list-style-type: none"> • Adjust volume levels in clips • Add background music and sound effects • Check and correct color balance • Return sound equipment
Art Department	<ul style="list-style-type: none"> • Create promotions for the news show • Create ads for clubs, departments at the school 	<ul style="list-style-type: none"> • Last-minute signs, graphics for set 	<ul style="list-style-type: none"> • Create titles, credits, and other digital graphics or effects as needed.
Equipment Manager	<ul style="list-style-type: none"> • Prep camera equipment before shoot • Maintain detailed inventory sheet and equipment check-out system 		<ul style="list-style-type: none"> • Inventory sound equipment • Clear SD card AFTER the final video is produced • Charge all batteries
ALL Team Members	<ul style="list-style-type: none"> • Contribute ideas and feedback to the planning sheets, storyboard, and script • Help bring in needed props and costume items 	<ul style="list-style-type: none"> • Team members can act as talent, or you can "hire" actors to participate! 	<ul style="list-style-type: none"> • Participate in rough-cutting the raw footage, assembling into Sequences, and sending to the Videographer for precision editing process. • Give input throughout the editing process.