

The Big Production Toolbox



This appendix includes several handouts that may be helpful to you in carrying out your *Big Production*. You or your media partner (or both of you) will need to guide the youth through each of the production steps. Feel free to photocopy and provide the handouts to youth, or use them as a guide to construct customized tools for your specific *Big Production* needs.

◆ The 6 Media Questions for Creating Media

Photocopy and use this form any time you are creating media. Work as a group to answer the questions after you complete Lesson 10. The answers to these questions will help ensure that everyone agrees on the messages of your *Big Production* and how you will go about presenting them.

◆ Video Script Template

This template may be helpful after you've completed the storyboard. It will allow youth to carefully write that each actor or actress will say and do and also to think about the music and sound effects needed for the production.

◆ Story Board Template

This template will allow youth to sketch out each video shot they envision for their *Big Production*.

◆ Audio Script Template

This template can be used for an audio *Big Production*. Youth may use this sheet to write the full script and also to indicate the sound effects and music they plan to use.

◆ News Story Module Template

This template guides youth in writing a news story. By following the guide, they learn about and write each section of a news story.

◆ *Big Production* Survey Questions

Youth may use this survey as part of post-production. By asking members of their intended audience these questions, they can see what others thought about the *Big Production*.

The 6 Media Questions for Creating Media

What kind of media product are you creating?
Answer the following questions to help you decide.

1. Who is the author or sponsor?
2. Who is the audience you are trying to reach?
3. What is the purpose of your media product?
4. What is your message?
5. What information are you leaving out?
6. What techniques are you using to attract attention?

Video Script Template

Use as many copies of this template as you need to write your complete video script.

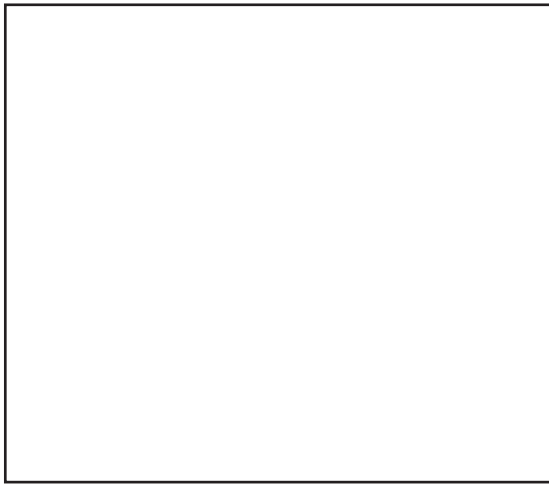
Video Production Name: _____

Production Type: _____ Production Length: _____

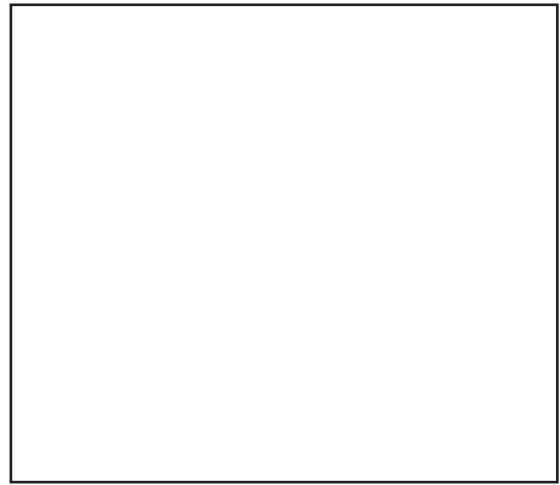
Storyboard Template

Director's name: _____

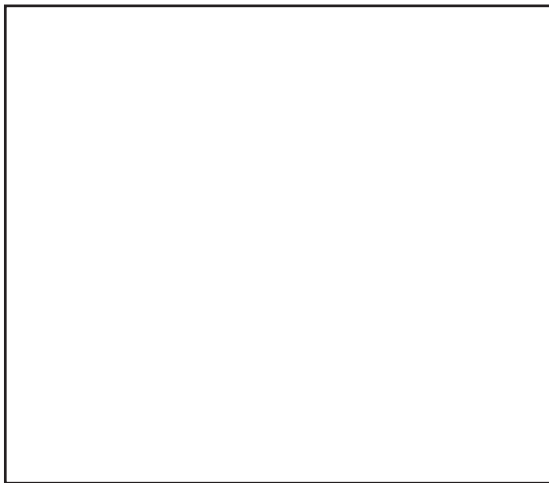
Title of your production: _____



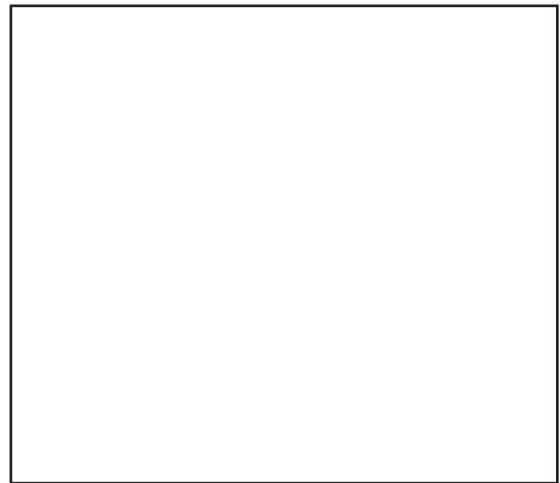
Shot# _____



Shot# _____



Shot# _____



Shot# _____

Audio Script Template

Use as many copies of this template as you need or adapt it to write your audio script.

Name of Audio Production: _____

Type of Production: _____ Length of Production: _____

Use the column on the left to mark music, sound effects (SFX), or the talents' name. Describe the sounds or write the script to the right.

SFX [Doorbell] + [Door Opening]	DESCRIBE HERE:
TALENT NAME Steve	SCRIPT: Steve rings doorbell of friend's house. Door opens. Steve says: "Is George home?"

(example)

DESCRIBE HERE:

SCRIPT:

DESCRIBE HERE:

SCRIPT:

DESCRIBE HERE:

News Story Module Template

MY NAME: _____

By following a few steps to organize your information, you can write a news story that is interesting and understandable to your audience.

Writing a LEAD

The LEAD is a sentence or short paragraph that **GRABS the attention of the audience**. It usually briefly answers one or more of the following questions:

- ◆ What is the story about?
- ◆ Who is the story about?
- ◆ When did the action take place?
- ◆ Where did the action take place?
- ◆ Why is this information important to the audience (or why should it be)?

It is very important to make this sentence or paragraph interesting so that the audience will want to stick with the story!

The LEAD:

Writing the BODY

The BODY is the part of the news story where you actually **tell the story** and provide details for the audience. The body of your news story might cover:

- ◆ What happened during an event?
- ◆ Who was involved and what did they do?
- ◆ Who is presenting a point of view?
- ◆ What are the arguments for or against the situation?
- ◆ How can listeners use this information in the future?

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The BODY:

Writing the CONCLUSION

The CONCLUSION is the part of the news story that **summarizes what you have told the audience**. It may be similar to the LEAD.

The CONCLUSION: _____

Big Production Survey Questions

Finding out what your audience thinks about your media product is an important step in post-production. Ask a small group of your intended target audience the questions below. See if they're able to analyze your *Big Production*.

Ask these questions and write the answers on the lines below.

1. Who is the author or sponsor of this _____?
[Fill in with type of *Big Production*]

2. Who is this _____ trying to reach?
[Fill in with type of *Big Production*]

3. What is the purpose of this _____?
[Fill in with type of *Big Production*]

4. What is the main message?

5. Is there something you'd like to know that was not said?

6. Does this grab your attention? Why or why not?

Be sure to thank your friends for their time.

Responses like the ones you just received are helpful if you wish to make changes to your current media product or for the next time you do a *Big Production*.