

## Producer's Schedule Sheet

Team member	Name
Producer	
Researcher / reporter 1	
Researcher / reporter 2	
Editor / technician 1	
Editor / technician 2	

## Schedule

Stage	Jobs which must be completed	Completed?
<b>Introduction</b> <b>0.00 – 0.15</b>	Deciding team members	
<b>Stage 1</b> <b>0.15 – 45</b>	Editing training for technicians	
	Research - clips or parts of clips identified (note down exact times if selecting parts of clips). You may also want to select still images. <i>[WRITE THEM ALL DOWN SOMEWHERE!]</i>	
<b>Stage 2</b> <b>0.45 – 1.15</b>	Storyboard (Word) completed, identifying all clips and images to be used	
	Scripts for each scene written and inserted into storyboard	
<b>Stage 3</b> <b>1.15 – 1.45</b>	Clips selected	
	Clips edited and images inserted	
	Sound files recorded	
	Sound files inserted	
<b>Conclusion</b> <b>1.45 – 2.00</b>	Produce and show reports	