



JOURNALSIM & FILMMAKING WORKBOOK

ORGANIZING FOOTAGE

WEEK 8
CHAPTER 9
GRADES 9-12

LENGTH: 60-90 MIN.

OBJECTIVES

Students will...

- Apply best practices in digital file management
- Develop an organized system for labeling, backing up, and storing footage
- Create a production schedule and call sheet for upcoming shoots.

MATERIALS NEEDED

- MY HERO Journalism & Filmmaking Workbook (pages 100-104)
- Student notebooks or paper (for journaling and answering guided questions)
- Writing utensils
- **Accompanying Slide Deck**

ADD'L RESOURCES & LINKS

- [Suggested Methods of Organization](#)

OVERVIEW

- Watch and Learn: B-Roll
- Storage Best Practices
- Activity: Making a Schedule and Call Sheet

OPENING DISCUSSION

Workbook pg. 100-104

Watch and Learn

Watch some award-winning films from the MY HERO International Film Festival. Keep an eye out for the different types of B-Roll shots they use and how they relate to the topic of the film.

STORAGE BEST PRACTICES

You put so much effort into getting great interviews or b-roll. Then you realize that you didn't press the record button on the camera. Or that your microphone wasn't working. Or that you recorded over one of your interviews. Or that you lost or damaged a memory card or phone.

These things can happen, even to professionals. Here's some ways to avoid losing your work!

- *Before you film, make sure you have as much storage as possible*
- *Before and during filming, check your footage*
- *Take notes while filming*
- *Have a plan for what to do if you run out of storage or battery life*

STORAGE BEST PRACTICES

- *After filming, download your footage ASAP!*
- *Don't depend on the cloud*
- *Name your files*
- *Save and organize your files in folders*
- *Backup your files*



ACTIVITY: MAKING A SCHEDULE AND CALLSHEET

Workbook pg. 100-104

Meet with crew and make schedule/call sheet. Make sure to include:

- *What time each of you should arrive*
- *What time your interviewees should arrive*
- *When filming will start*
- *What time you are taking breaks*
- *When you expect to finish filming*
- *What time your interviewees can expect to leave*
- *What time you plan to leave*

HOMework

Start filming!