

State 2020-2021 Contest Catalog

AUDIO/RADIO PRODUCTION

Contest Description

This contest is open to active SkillsUSA members enrolled in Career and Technical Education (CTE) Audio/Radio Production programs. Teams of two students will produce (plan, write, voice, record, edit, render, etc.) a 5-minute radio production such as a PSA, NPR-style soundscape, sound-rich/NPR style news story, sound & interview only news story, etc. A: 30 Second Ad Spot will also be produced and inserted into the production. The completed production requires students to demonstrate their ability to plan a project that meets specific prompts & run times; gather, edit and mix a variety of audio sources; and finally, render the completed project to a specified audio file. Contest entrants are required to submit an individually personalized resume and a team created Virtual Production Notebook. A multiple-choice written test on Audio/Radio terminology, history and production techniques will be given at the Regional and State levels. This contest is NOT a live event and will be conducted ONLINE.

State Competition

Important Notes for SkillsUSA CA Contestants

Please read the guidelines below for the State competition and review the published SkillsUSA requirements for student resumes. Posted SkillsUSA Virtual Contest Attire and internet Team Interviews are required for the State contest. Each team is responsible for a properly formatted upload submission with a project file, all needed materials, personalized individual resumes and a Team Number labeled PDF Virtual Production Notebook. All contest requirements are completed in advance of the judging dates and uploaded on a given submission date to your offsite providers. There will be no entries or uploads accepted outside of the contest deadlines.

<u>Each team member</u> will complete the exam on April 9, 2021. Teams will be scheduled for live virtual interviews over the Zoom platform on April 17, 2021. Teams should be ready at their scheduled time. The Team schedule will be posted on the SkillsUSA Championships Hub. Changes cannot be made to scheduled time slots. Contest materials and a resume from each team member must be submitted to SkillsUSA California Championships Hub by April 10, 2021 (details to follow).

All SkillsUSA California contest projects are subject to change due to any unforeseen facility, staffing or site-related issues. Please use these materials as a reference to prepare students for the potential contest project. SkillsUSA California regional and state contest projects are developed by state technical committee members to align with the national technical standards.



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The contest prompts will be provided prior to the State competition.

FAILURE TO COMPLY WITH CONTEST RULES & GUIDELINES WILL RESULT IN DISQUALIFICATION.

All winners of the competition at the State level will be required to review and follow all posted National SkillsUSA contest rules, standards and score sheets. Please periodically check the National SkillsUSA website for contest updates and changes.

Documents (below)

Contest Considerations - State (2021)

Contest Guidelines - State (2021)

Contest Score Sheet

Contest Example Forms

Prompts Release TBD

Materials Supplied by SkillsUSA CA

- 1. Contest Considerations, Guidelines, Score Sheet, Example Forms and Prompts for the production
- 2. A Contest Entry Form supplied on the SkillsUSA CA Website
- 3. A multiple-choice written test taken by each team member

Student Materials List

- 1. All materials and equipment needed to complete your contest submission
- 2. Completed Audio and Video project files will be uploaded to your offsite providers (Vimeo, Google, YouTube, Drop Box, etc.) Please double check your submission and the link before making your form entries. All entries are final
- 3. One-page, typed, resume from all team members submitted to SkillsUSA CA
- 4. Any addition file submissions necessary to complete the contest requirements
- 5. Each team member must read, sign and return the Contest Considerations sheet within the Virtual Production Notebook submission

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Note: Continue to check the Contest Information / Updates page on the SkillsUSA CA website: www.skillsusaca.org



SkillsUSA California Media Arts Productions Contests Considerations for 2021 (Virtual)

PRODUCTION CONSIDERATIONS for ALL MEDIA ARTS CONTESTS

- Outside consultation or coaching is Strictly Prohibited. Absolutely NO CONTACT with Advisors during the production
- Your team is tasked with creating a production entry that incorporates the prompt in some meaningful and creative way. Your interpretation of the prompt and the production you create is completely up to you. This contest is NOT a live event and will be conducted ONLINE via the SkillsUSA CA website. Virtual Team Interviews may be a prerequisite if posted for a contest
- Judges will be looking first and foremost at how successful you are at telling a compelling story with your project. A **Virtual Production Notebook** (per individual contest guidelines) is required and will include neatness and all qualifying criteria
- Do not interfere with any location employees, people in public places or businesses
- You must obtain written permission to record and include signed authorization inside the virtual production notebook
- Do not block sidewalks, parking lots, alleys or streets for your project
- Be Safety & Health Conscious (traffic, equipment, heat, fluids, facial coverings, etc.)
- All music used must be royalty-free, created by you or licensed to you or your school.
 Receipts/paperwork detailing licensing agreements are absolutely required in the virtual production notebook included in final delivery. Forms available through the Internet
- A Talent Release Form is absolutely required in the contest virtual production notebook for every performer involved in any aspect of your production. Forms available through the Internet
- No professional actors, voice talents, TV/Radio/Film/Video and/or Broadcast personnel may be used in the making of any Media Arts project. Teams may use any volunteer (unpaid, amateur) actors they wish, including adults. HOWEVER, Advisors/Teachers will only be allowed to act on camera and not provide any assistance with the content or creation of the project beyond their on-screen role. Team members may act in their own production if they wish. Interviews of outside people for realism are allowed provided the above rules are followed
- For the safety of competitors and the general public, teams may not make use of moving vehicles in their production. This also includes no dangerous physical stunts that could cause serious bodily harm. Avoid production equipment that could cause injury
- Proper Personal Protective Equipment (PPE) must be worn by contestant to meet all state, local and school requirements due to COVID-19 (Coronavirus)
- NO rooftops or swimming pools are to be used as locations
- Teams may use their own wardrobe and props within the bounds of good taste and appropriateness
- NO weapons (even toy/props) including but not limited to guns, knives, swords, bows & arrows, bombs, whips, fire-related materials, axes, etc. are allowed
- NO inappropriate language or subject matter including but not limited to cursing, gang affiliations, drugs, alcohol, sex, etc. is allowed
- Absolutely **NO DRONES** may be used prior to or during productions for contests

- Please use the sample Contest Score Sheet to see how technical, production and editorial aspects of the project will be scored
- Slates with Team Numbers are mandatory and located ahead of production content.
 The slate will be no longer than 5 seconds in duration followed by 5 seconds of
 Black/Silence. Slates and End Credits are excluded from the total running time. No
 schools or real student names can be used during slates, credits or project production
- Please check your final submission to ensure it plays out correctly without any errors
 and is in the correct designated format. Re-check your files for proper video and audio
 playback after posting to your offsite provider. Make sure the files can be accessed by
 the judging team (provide access to 'all')

•

ALL team members must sign this Contest Considerations sheet at the bottom

All contest submissions are digital files uploaded by teams to an offsite provider. Once team projects are uploaded, an accessible link to the file must be provided to the SkillsUSA CA contest submission form. Submissions are made 2 weeks prior to judgment dates. Absolutely **NO** submissions, updates or changes will be accepted after the contest deadline.

Included in the final delivery submission is a Team Number Only file folder containing the following:

- Audio or Video Project with Team Numbered Slate
- Team Numbered Virtual Production Notebook with a Cover Sheet
- Signed Acknowledgment of these Contest Considerations by Each Team Member
- A Resume from each Team member

Audio Project submissions must playback clearly (without error) in a file format for your offsite provider. An accessible link to review your project must be provided to SkillsUSA CA during your submission process.

All Video file submissions are HD 16X9 Full-Frame format and must playback clearly (without error) in a file format for your offsite provider. A public accessible link to review your project must be provided to SkillsUSA CA during your submission process. Please double check permissions before submitting your video.

All file and video submissions are final after the upload is confirmed. **No other submissions, fixes, additions or changes will be allowed.** All decisions and submissions by the judges to SkillsUSA CA will be final. All submissions become the property of SkillsUSA CA.

FAILURE TO COMPLY WITH CONTEST CONSIDERATIONS WILL RESULT IN DISQUALIFICATION.

Acknowledged By,	
Signature	Date
Print Your Name	

This signed sheet must be included in the Virtual Production Notebook. No exceptions!



SkillsUSA California Audio/Radio Production 2021 State Contest Guidelines (Virtual)

PURPOSE

To evaluate each contestant's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of Audio/Radio production.

Contest Clothing Notes for Virtual Competitions Only:

Official SkillsUSA Competition Clothing recommended but NOT required

Contestant clothing options include the following:

- Official Competition Clothing
- Trade Appropriate Clothing
- Professional Dress
- Business Casual
- Clothing must meet industry safety standards
- No identification of the contestant, school or state is allowed on clothing
- No offensive, vulgar or inappropriate images or text are allowed on contestants clothing
- No shorts or sleeveless shirts are allowed
- Skirts must be at least knee-length
- Proper Personal Protective Equipment (PPE) must be worn by contestant to meet all state, local and school requirements due to COVID-19
- Scoring deductions may only be given and/or disqualification of contestant if clothing safety standards are not met

These regulations refer to clothing pictured and described at: www.skillsusastore.org If you have questions about clothing or other logo items, call 1-888-501-2183.

ELIGIBILITY

Open to a team of two active SkillsUSA members enrolled in career and technology programs with Audio/Radio production as an occupational objective.

MATERIALS NEEDED

Supplied by the SkillsUSA CA Technical Committee:

Contest Prompts, Contest Examples, Contest Guidelines and Contest Considerations forms

Supplied by the Contestants:

- a. A Team Number labeled Virtual Production Notebook* with a cover page
- b. All team competitors must create and submit an individually personalized one-page resume to SkillsUSA CA during the contest application process
- c. Talent Release forms for actors and interviewees submitted inside the virtual notebook
- d. Music Releases, License information and Copyright forms for all sounds and/or music used are also

- submitted inside the virtual production notebook
- e. An offsite provider to upload the entire final audio project to on the submission date
- f. Any and all computers, Internet, audio equipment and software needed** to complete the final project submission for proper format uploaded to the team's offsite provider

This contest for SkillsUSA CA will emulate the National SkillsUSA Technical Standards. The contest includes an assignment to produce a final virtual project as determined by the contest Technical Committee. Each team will be comprised of two student members from the same school and same division, one specializing in Radio and the other in Audio Production.

This contest has five portions: A Virtual Production Notebook* assignment to be completed in teams of two people, a 5-minute NPR-style newscast that will be recorded including a :30 second ad spot, an individually personalized resume for each team member, a live virtual Team Interview and a 50 question industry-based written test*** taken by each team member for this State competition. The two test results will be averaged together to aid judges in score sheet grading.

NEWSCAST SCRIPT

Contestants will create typed scripts detailing their plans for the skill performance newscast. Scripts must match the produced newscast. A digital copy of the script must be included in the virtual production notebook submitted by the deadline.

competencies listed in this section. However, contestants should be prepared to perform various components in all areas. Prior to the competition, the Technical Committee may determine which standards and competencies contestants will perform for the virtual contests. The Technical Committee will determine if additional information is needed for contestants prior to the competition. These changes will be posted on the SkillsUSA CA website as contests updates at: www.skillsusaca.org

SKILLS CONTEST GUIDELINES

- 1. Each contestant will work within their team and talent/interviewees to produce their project.

 No Advisors or outside help are allowed to participate in project production
- 2. Teams will be provided with the prompts in advance of the State competition. Teams will plan, write, voice record, edit, compile, etc. a completed 5-minute radio production such as a PSA, NPR-style soundscape, sound rich news story, sound and interview only news story, etc. for contest submission. The final script must be provided inside the virtual production notebook
- 3. Audio, sound effects, interviews, music tracks, etc. may be included to convey the assigned theme. Pre-recorded music may be used if a **mandatory** license agreement is included within the virtual production notebook
- 4. The 5-minute production must include a :30 second ad spot featuring sponsorship information which will be provided along with the prompt in advance of the State contest date
- 5. A verbal slate with project title and Team Number are **mandatory** and located ahead of project content. The slate will be :05 seconds in duration followed by :05 seconds of Black/Silence. Slates are excluded from the total running time. **No schools or real student names** can be used during slates or project content
- 6. All contest elements must be recorded or created during the production period
- 7. All teams must submit their completed written information entries in a Team Number labeled Virtual Production Notebook* including a Team Number cover sheet and script
- 8. Other mandatory items included in the virtual production notebook are all releases, license agreements and a signed Contest Considerations form by each team member*
- 9. The finished audio project is submitted (along with any other files) by uploading the finished .wav or .aiff file in the proper format and standard stereo levels on the given submission date to your offsite provider

- 10. On the day of the contest deadline, the team submission will be made to the SkillsUSA CA website containing:
 - * Team's completed Audio/Radio contest entry
 - * Team Number labeled Virtual Production Notebook*
 - * Individually personalized resume
 - * Link provided to your offsite provide on the SkillsUSA CA contest entry form
- 11. You must double-check your posting as there will be no second chances or make goods allowed for bad renders, sync issues, provider site access or mistakes posting after the project deadline
- 12. Make sure to carefully read and fill out the contest entry form at the SkillsUSA CA website
- 13. There will be no entries or uploads accepted outside of the contest deadlines

SCORING

Will focus on:

- a. Professional-grade audio/radio production based on the National SkillsUSA Technical Standards
- b. Quality of the audio and editing
- c. Conveyance of the subject, theme and information to the listener
- d. Writing, creativity and understanding of the main script & ad prompts
- e. Organization and completeness of the Team Number labeled Virtual Production Notebook*
- f. A written test***
- g. Ability to follow all instructions posted for this contest

SUBMISSIONS

- 1. All completed written contest entries must be submitted in a Team Number labeled Virtual Production Notebook* with a cover sheet and contents as indicated below. Also enclose signed Contest Considerations sheets in the virtual production notebook
- 2. All entries must be submitted by the posted deadline date for the State contest. All entries are final and there are no exceptions. All entries become the property of SkillsUSA CA
- 3. Make sure all submissions playback properly after uploading and that all information is valid before any submissions are made to SkillsUSA CA. Also post the contest submission links to the SkillsUSA CA website for proper screening and judging of all entries
- 4. Failure to meet requirements or make virtual production notebook submissions above will result in loss of points or disqualification
- 5. Scheduled Team interviews by the judges will be necessary for State virtual competition

* VIRTUAL PRODUCTION NOTEBOOK REQUIREMENTS

The Virtual Production Notebook must contain **ALL** of the following:

- 1. Logline: Ability to capture what your production is about in a sentence or two
- 2. Screenplay: Actual story or script in the proper format
- 3. Talent Release forms
- 4. Music License forms
- 5. Licensing/Copyright forms
- 6. Signed Contest Considerations sheets

FAILURE TO COMPLY WITH CONTEST GUIDELINES WILL RESULT IN DISQUALIFICATION.

** EQUIPMENT SUGGESTIONS

- Suitable location and power to edit final product
- Surge-protected power strip
- Audio equipment, batteries, cables and connectors
- Portable digital audio recorder with removable recording media
- Microphone(s) with audio cable or wireless
- Method of importing digital audio from field recorder to editing system
- Audio editing software/system (use of laptops is strongly encouraged)
- Writing instrument (pen, pencil, marker, etc.)
- Ample memory storage (USB flash drives, SSD, Hard Drive, etc.)
- Scratch paper for notes
- Headphones (not ear buds)
- Word Processing software package
- Internet Capability

*** WRITTEN TEST REFERENCES

- Oxford University Press Converging Media
- Novella Online Learning Center
- Grabstudy.com Online Communications, Electronics, Television & Engineering
- Quizlet.com
- Cyber College (<u>www.cybercollege.com</u>)
- Federal Communications Commission, U.S.A.
- American Radio Relay League

ADDITIONAL CONTEST REFERENCES

- NCTM Principles and Standards for School Mathematics. For more information, visit: http://www.nctm.org
- McREL compendium of national science standards. To view and search the compendium,
 visit: www2.mcrel.org/compendium/browse.asp
- IRA/NCTE Standards for the English Language Arts. To view the standards,
 visit: www.ncte.org/standards

All winners of the competition at the State level will be required to review and follow all posted National SkillsUSA contest rules, standards and score sheets. Please periodically check the National SkillsUSA website for contest updates and changes.

The following pages are here to show examples of the forms and templates that can be used in the Media Arts contests. All entries must be similar in design to what you see here under each category. These forms (and other acceptable substitutes) may be found on the Internet, in dedicated programs and plug-ins.

The categories are:

- Screenplay, Story, Script Writing Format (6)
- Storyboards Layouts (3)
- Camera Shot Lists (3)
- Overhead Shot Schematic (floor plan) Layout (4)
- Release Forms (7)

Special thanks to Tinseltown Films, Lowel Lighting, FilmSourcing, Microsoft, Graphisoft and others who contributed the forms and templates for our examples.

Screenplay, Story, Script Writing Format Examples

	VISUAL	Audio	
AD	E N:		
1.	Various shots of ballet dancers in the practice studio dancing.	SFX: Up tempo music.	
2.	Close-up of eggs in a basket.	NARRATOR: Where does it come from?	
3.	More dancing shots ending with the close-up of a young girl's face as she stands in a group.	NARRATOR: The dawning interest that fuels the imagination	
4.	More dencing in the practice studio.	NARRATOR: And fires the spirit with a passion for excellence.	
5.	More shots of girls dancing in the practice studio and ending with a close-up of street shoes on the floor. On "transform" a magical gitter sparkles around the street shoes that	NARRATOR: What's the inspiration behind the drive and determination that suddenly transforms the ordinary	
6,	Morph into a pair of ballet toe shoes on the floor.	NARRATOR: Into the extraordinary	
2. K. 9.		AND AND SOME AND AND THE STATE OF THE STATE	
10.		NARRATOR: We believe it begins with an ardent desire as	
1	framfus shots from You Queen Production.	NARRATOR: Young people encounter new opportunities,	
L		discover their unique giftedness, and experience the self- confidence that comes from achieving peak performance.	
12.	Girls laughing in studio.	NARRATOR: And as youthful exuberance	
13.	Girts stretching legs in the mirror in the practice studio.	NARRATOR: Combines with the willing dedication and	
		determination to reach one's best	
	Shot from Snow Queen Production.	NARRATOR: Dreams are forged into reality.	
15.	More dancing scenes.	NARRATOR: And towards that end, Next Generation Dance	
		Company is committed to the mission of helping young	
		people who are striving towards the next level of	
		development.	

T EAM N UMBER #	TITLE	
WRITER(S)		
DATE:		

VIDEO

Abbreviated logo animation plays over various studio audience shots [WS-MS-CU-RS]

Cam matte [WS] sweeps the studio featuring logo, showing Talent-1 & Talent-2.

Post super: [talent names]

Post Video/GFX:

[Run contestant bio profiles over

WS of talent 1 & 2 at game base

Cut to MS OF contestant #1

GAME PLAY: SEMI-FINAL GAME ONE, FIRST TURN

VIDEO

GAME PLAY: SEMI-FINAL GAME ONE, SECOND TURN

[CUE MUSIC]

[AUDIENCE APPLAUSE]

[MUSIC AND APPLAUSE CONTINUE]

TALENT-1: Welcome to another exciting game show! Let's meet the players and get started!

Audio

[:17]

[AUDIENCE APPLAUSE CONTINUES]

VO1: Starting Game One, it's Jim Beck of

Cleve, OH

VO2: Jerry Stewart from Berea

VO1. Mary Haverschad of West Park, OH

VO2: And David McKenna from Parma

[1:00]

[AUDIENCE APPLAUSE]

TALENT-1: Everybody wins on this show, but the goal for these players is to win enough to advance to the next round.

TALENT-2: We have big cash on the game board, but it's in the next round where the winning gets really big! <u>Jerry</u>, your winning starts now... let's see what you can find on the board!

[AUDIENCE APPLAUSE]

[1:00]

Audio

• [TALENT-1 & 2 AD LIB SEMI-FINAL GAME 1 – TURN 1, RECAP LEAD & LOW Camera cuts to each contestant [MS-MS-MS-MS]

Re-establish to [WS] of Talent-3

LOCAL BREAK #1

2:02 Local break

Post Bumper

R-O-T-W still/video
Country Food Mart
NW South St. in Springfield

[WS] of Talent-1 & 2 at game base

Cut to [M2S] of TALENT-1 & 2

Pull out [WS] to reveal contestants in background

Cut to [MS] of contestant

GAME PLAY: SEMI-FINAL GAME ONE, FINAL TURN

[WS] of game board reveals any remaining double or bonus spots

SCORES1

- TOSS TO TALENT-3 AT HOME BASE
 FOR RECAP
- TALENT-3 THROWS TO BREAK

TALENT-3: And Mary has \$5200. All of tonight's players will leave this game richer than when they got here. Stay with us for the last turn of the game to see who will leave a lot richer!

[AUDIENCE APPLAUSE]

[:23]

LOCAL BREAK #1

[2:02]

TALENT-3 VO: Tonight, we salute <u>Country</u>
Food <u>Mart</u> in Springfield. They re our Retailer
of the Week! <u>Insert anecdote</u>.
Congratulations!

[:15]

[AUDIENCE APPLAUSE]

TALENT-1: Welcome back! Tonight's players are cleaning up! But the game still has one turn left.

TALENT-2: In Round Two, thousands in prizes, are left -- players, this is your last shot to find them!

TALENT-1: David, you start the final turn...

[1:00]

TALENT-1 & 2

- AD LIB FINAL TURN(S) OF SEMI-FINAL GAME 1
- DECLARE WINNER (or tie)
- WALK TO CONTESTANTS TALENT-3
- RECAP THE FINAL SCORES
- DOUBLE WINNER'S TOTAL

Shooting Location: Football Field Tunnel

Director(s): Wanna B. Me

Actor(s); Joe Greene, Kid, Background fans

Editor(s): Roy Needham Team Number: ZZ1755

Video	Audio
Camera up on grim Greene, limping slowly down tunnel from field toward locker room; words "Mean Joe Greene" superimposed on picture. Because he is alone, game must still be going on with Greene out of it, due to injury. Cut to kid (white, about age nine) standing in tunnel, bottle of Coke in hand. Cut to Greene, scowling. Cut to kid. Cut to Greene. Cut to kid, offering bottle. Cut to Greene, sighing, He takes it, drinks, greedily. Cut to kid, who hesitates, waiting for autograph or sign of recognition from his hero. Finally kid turns to leave, reluctantly. Cut to Greene, suddenly animated and smiling. Greene grabs his game jersey and tosses it. Cut to kid, beaming, catching shirt. Supers fill screen: "Have a Coke and a Smile" (centered) "Coke Adds Life" (in right corner)	Kid [sound on film (SOF)]: Mr. Greene! Mr.Greene! Greene [SOF]: Yeah? Kid [SOF]: You need some help? Greene [SOF]: Uh-uh. Kid [SOF]: I just want you to know: I think-you're the greatest. Greene [SOF]: Yeah, sure. Kid [SOF]: Want my Coke? It's Okay. You can have it. Greene [SOF]: Okay. Thanks. As much swells under dialogue, lyric is heard: A Coke and a smile/makes me feel good/makes me feel nice Kid [SOF]: See ya, Joe. Greene [SOF]: Hey kid! Greene [SOF]: Catch Kid [SOF]: Wow! Thanks, Mean Joe!
	Music Swells.

"TITLE"

Ву

Team Name/Number

Date SkillsUSA CA Media Arts Competition

FADE IN:

SCENE NAME

Scene description/opening

CHARACTER NAME 1

Dialogye/

CHARACTER WAME 2

Character Name

CHARACTER NAME 3

Character Name 3

CHARACTER NAME 4

Character Name 4

CHARACTER NAME 5

Character Name 5

Scene description

CHARACTER NAME 1

Dialogue

CHARACTER NAME 7

Character Name 7

CHARACTER NAME 8

Character Name 8

Scene description

FADE OUT:

THE END

NEWS STORY to NEWSCAST TEMPLATE

The four, five and/or six (no more than six) who make up the group assume roles, choose a story based on their reading of news or work with a story chosen by the teacher. Roles are 1) news anchor 2) reporter 3) subject (one or more) and 4) commentator. Text complexity will vary based on the selected story.

Headline of story: Reporter's byline (and other source):

NEWS ANCHOR

Good Evening, I'm	It's	and
	It's Anchor's name Day and Date	
this is _	, in	
I turn no	Reporter's name , in Name of station, created by the team presenting the newscast reporting on today's news.	
	Place where the story takes place	
He/she is intervie	ewing (Subject's	name
and _	Subject's name, if more than one person is interviewed	
	Subject's name, if more than one person is interviewed	
BACKGROUND that	provides CONTEXT for the report, such as who belong to, witnessed, took part	in, etc.
To you		
	Reporter's name	

Preparation: The subjects' answers are drawn from quotes and paraphrases in story after close reading by the subject(s) and reporter who work together to prepare the questions/answers and practice the interview.

	REPORTER	
Thanks		
Ne	ws anchor's name	
	• REPORTER	
	Question:	
	Question.	
	SUBJECT	
	Answer:	
	Allswei.	
	• REPORTER Question: SUBJECT Answer:	
	REPORTER	
	Question:	
	Question	
	SUBJECT	
	Answer:	
	• REPORTER	
	Question:	
	SUBJECT	
	Answer:	

After QUESTIONS/ANSWERS end with reporter and one or more subjects.

	REPORTER	
This is		
	Reporter's name	
roturning you to the s	studio and	
returning you to the s	News anchor's name	
ANCHOR Thank you	Name of the reporter	
	Name of the reporter	
Our commentator		
	Name of the commentator wpoint or informed opinion about the story and its implication	
	COMMENTATOR]
Offers viewpo	oint, informed opinion about story and its implications. Then	
COMMENTATOR say	ys Back to you	_
	News anchor's name	
	NEWS ANCHOR	
Thank you	for your commen Name of commentator	ts
Now	vs Anchor signs off with something such as this:	
	• •	
This that is the news O	oninininin	

Join us at 11:00 tonight for late breaking news and again tomorrow at 6:00. Prepared April 16, 2014

Radio Script Sheet

Source: http://www.gcomnet.com/riverfestradio30.htm

Product: Beloit Riverfest **Client:** Beloit Riverfest

Title: Yes Sir!
Writer: John Doe
Length: 30 seconds

Audio

Source

Setting: Drill Sergeant addressing a group of Marines

SERGEANT

PRIVATE:

ANNCR:

(in loud Marine-type voice. Older sounding)
Marines! I hear that some of you are sneaking off
base to attend Beloit Riverfest. Is this true Private?

PRIVATE: (in loud, country sounding yoice)

Yes Sir!

SERGEANT: And why would you disobey my rules Private?

PRIVATE: Well, in part because of the great music, Sir.

SERGEANT: And what type of music will be there?

Their headliners are Ted Nugent, KC and the Sunshine Band, Blue Oyster Cult and Diamond Rio,

Sir!

SERGEANT: (starting to sound a little interested)

Hmmm, and what else is there to do at Beloit

Riverfest?

PRIVATE: There's delicious food, 4 music stages and tons of

special events, Sir!

SERGEANT: Well Private, I think we should all sneak off base

for Beloit Riverfest. Who else is with me?

<u>SFX:</u> Cheers from the troops. <u>SFX</u>: Fun, part-type music plays in the background

Why not sneak away? Come to Beloit Riverfest on July 11th through the 14th. Located in beautiful Beloit,

Wisconsin. For more information, call 1-800-4-

BELOIT or visit beloitriverfest.com

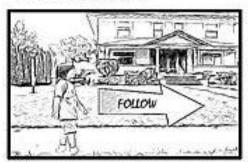
Storyboards Layout Examples

Team Number	Project
Draw or describe the visual/action in the block. Scene Description: Camera Angle:	Draw or describe the visual/action in the block. Scene/Description: Camera Angle:
Draw or describe the visual/action in the block. Scene Description:	Draw or describe the visual/action in the block. Scene Description:
Camera Angle:	Camera Angle:

Tinseltown Films

MISHA'S FIRST LESSON

STORYBOARDS



POV/SHOT TYPE:street/pan follow

ACTION :walk to door

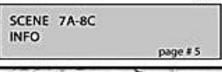
KEY DIALOGUE :

TIMING :12 seconds EDIT/SOUND :humming

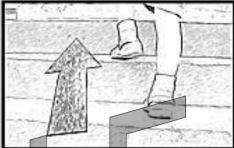


POV/SHOT TYPE: close up ACTION :wild hands play KEY DIALOGUE :

TIMING : seconds EDIT/SOUND : plane (peoply)



DAY 2



ACTION : Olose up

KEY DIALOGUE :

TIMING :2 seconds

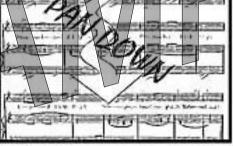
POV/SHOT TYPE: close up

ACTION Hand comes INTO frame

KEY DIALOGUE :

TIMING :1 sec

EDIT/SCUND :Doorbell (musical)



POV/SHOT TYPE: sliding pan down

ACTION

KEY DIALOGUE :"Be right there!"

TINING :4 seconds EDIT/SOUND : Music stops



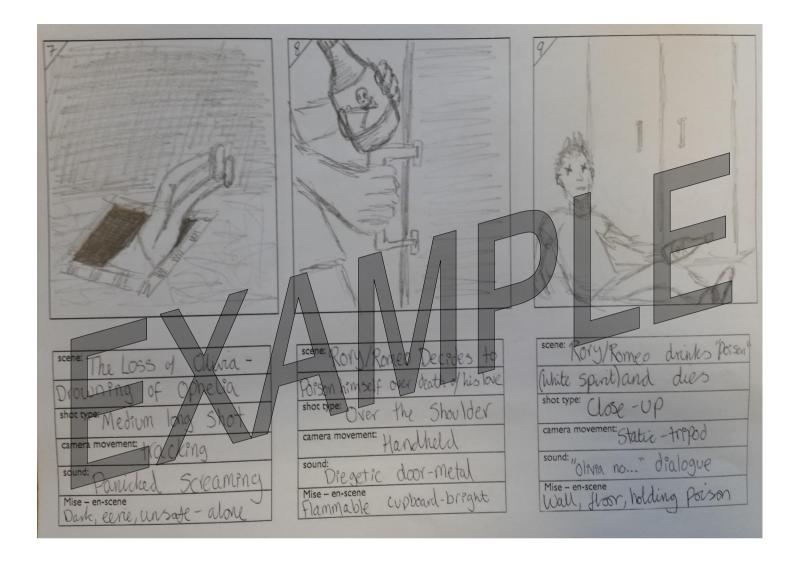
POV/SHOT TYPE: PULL BACK/UP

ACTION

MEY DIALOGUE :both singing "when a man loves a woman"

TIMING :15 sec

EDIT/SOUND : fade2black/music



Camera Shot Lists Examples

Scene Angle Mover		Movement	Subject	Description
	1 Mid	Steady	Two Characters	Mom walks into frame and stands in front of Jordi at the table
	2 High	Steady	Two Characters	Mom sits down, Jordi responds to her statement
	3 Mid	Steady	Jordi's Mom	Mom continues to talk with son
	4 High	Steady	Jordi	Jordi responds
	5 Mid-High	Steady	Two Characters	They continue their conversation
	6 Mid	Steady	Jordi	Jordi begins to get agitated
	7 Mid	Static	Two Characters	Camera follows Jordi as he gets up, grabs his backpack and heads for the door, scene fades to black
	8 Mid	Static	Jordi	Camera focuses on Jordi and he walks out of frame on the left
	9 Mid	Steady	Three Characters	Jordi walks in from the right to the shot, looks at the students on the left and proceeds forward
	10 Mid	Steady	Jordi	Jordi waks behind a pillar on the right up the stairs, the camera doesn't follow
	11 Mid	Static	Jordi	Jordi walks down a half, past another student, the camera follows him to the door and zooms
	12 Mid	Steady	Jordi	Jordi sits in his desk, and catches the attention of another student
	13 Mid	Steady	/ / \	
	14 Low	Steady		Victor continues to falk to Jordi
	15 High	Steady	Two Characters	Victor and Jordi continue to talk
	16 Mid	Steady	Victor	Victor introduces himself in this shot
	17 High	Steady	Jordi	Jordi Introduces himself in this shot
	18 High	Steady		Victor and Jordi shake hands
	19 Low	Steady		Victor questions Jordi
	20 Low	Steady	Victor	Victor asks if Jordi has any extracurriculars
	21 Mid	Steady		Victor wants to know if Jordi has some time
	22 Low	Steady	Victor	Victor offers Jordi a chance to join SkillsUSA
	23 High	Steady	Jordi	Jordi declines the offer and Victor walks out of the shot
	24 Mid	Steady	Jordi	Jordi reflects on the morning, then tries to get Victor's attention
	25 Mid	Steady	Victor	Turns around in excitement
	26 Mid	Static	Jordi	Jordi gets up and camera follows
	27 Mid	Steady		Victor walks into the shot from the left side
	28 Mid	Static	Jordi	Camera moves slightly but is focused on Jordi
	29 Mid	Steady	Victor	Victor drops a box and points at Jordi
	30 Mid	Static	Jordi/Flag	Jordi swings around an American flag which he loses grip of, camera follows the flags motion
	31 Mid	Static		A MANAGEMENT WIND SHOW SHOW AND AN ANALYSIS OF THE PROPERTY OF
	32 Mid	Static	Jordi/Computer	Jordi presents his animation on the computer, the camera focuses in on the camera



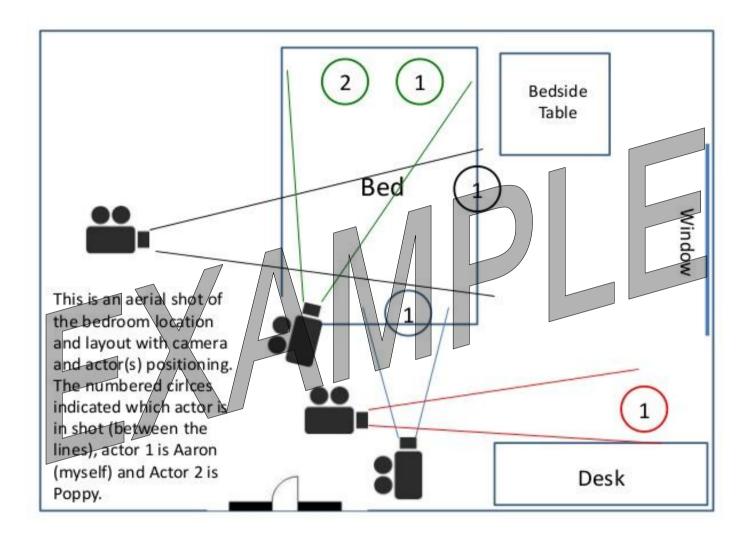
SHEET 1 / 1

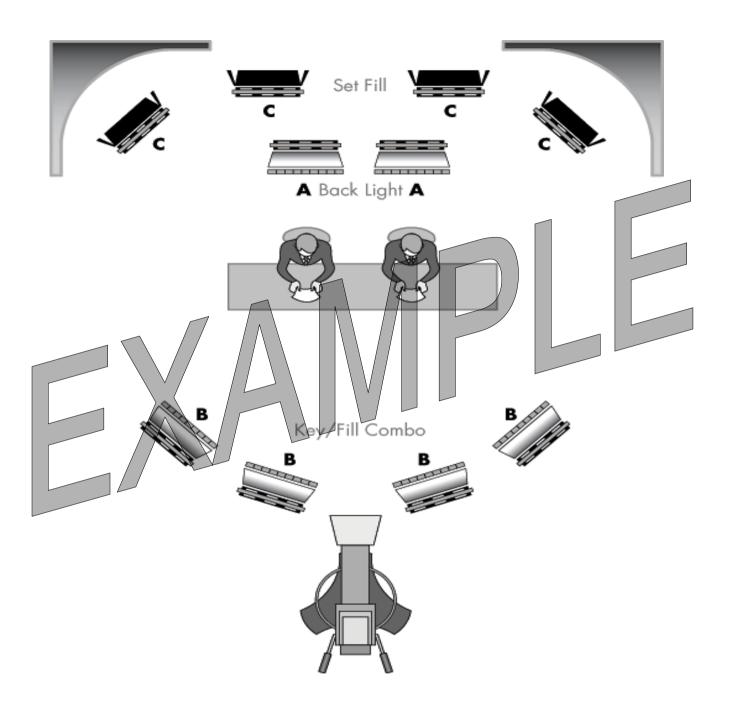
Production	on Title _			D	irector	Location	Date/ /
SCENE	SHOT	SHOT SIZE / ANGLE	MOVEMENT	INT/EXT	TIME OF DAY	SHOT DESCRIPTION	NOTES
				7	$/ \wedge $		
		10					

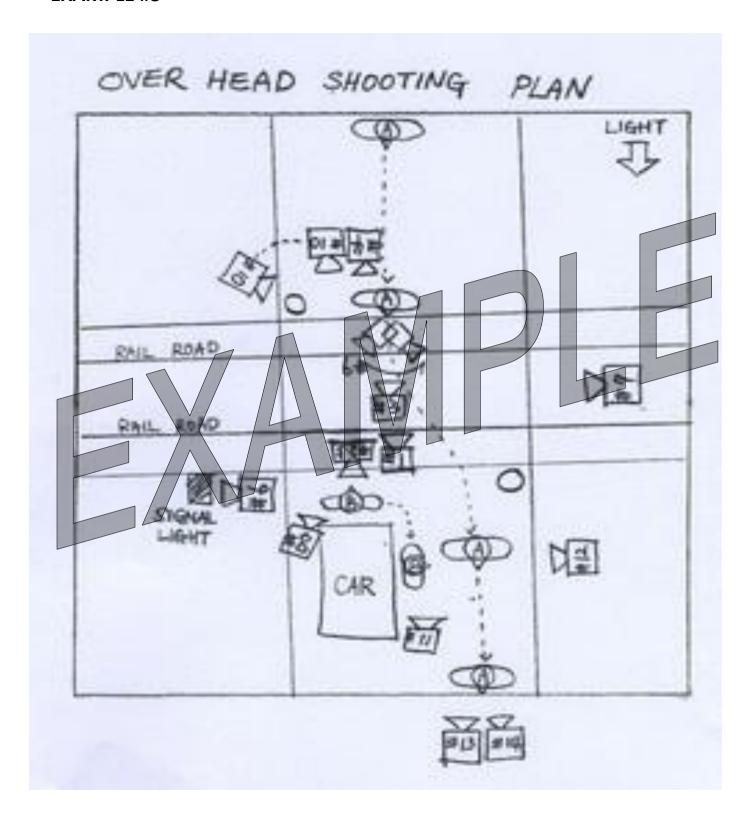
Template for a Production Shot list

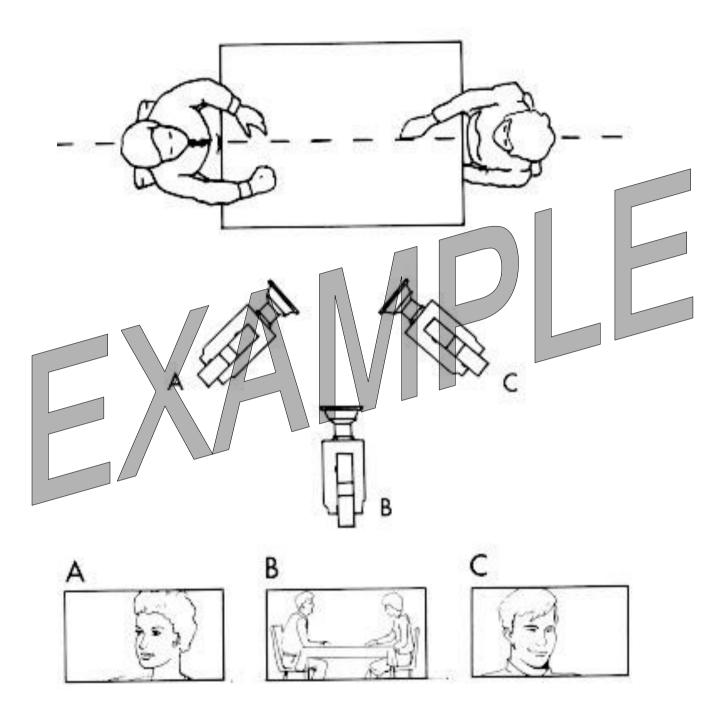
Produ	iction:	Director:		Date:
No.	Type of shot	Description	Location	Cast
į				
9				

Overhead Shot Schematic (floor plan) Layout









TALENT RELEASE FORM for the MEDIA ARTS

I authorize the undersigned contest Producers to make use of my voice or appearance on:

PROGRAM TITLE:		
TEAM NAME & NUMBER:		
TEAM LEADER PHONE NUMBER:		
complete ownership of the prog and biographical material to publ The Producers may: 1. Photograph me and record m above, whether by film, videotap 2. Make copies of the photograp	the purpose of education, promotion	use my name, likeness, voice the Producers. If the production mentioned se;
	aster remains the property of the Pr on the number of times that my nar	
NAME (Please print):		DATE:
ADDRESS:		
CITY:	STATE:	ZIP CODE
TALENT SIGNATURE (Parent or Gu	ardian if under 18 years of age)	
		DATE:

General Media Release Form

Production Title
Production Date//
 I, the undersigned, hereby authorize to photograph me, take motion pictures of me, take video footage of me, and/or make electronic sound recordings of me (herein referred to as photographic or electronic reproductions).
I authorize the use of any such photographic or electronic reproductions of me for any purpose, including, but not limited to educational and other public media as may be deemed appropriate by
Agreed and accepted by:
Print Name
Title
Address
City, State, Zip
Phone
Signature & Date
arm signing this form as an individual □Yes □No
I am signing this form as a representative of a group, and have full authority to grant release fo this group ☐Yes ☐No
Name of group
PARENTAL CONSENT
I certify that I am the parent or guardian of the individual above,, a minor under the age of eighteen years. I hereby agree to assume legal responsibility for his/her authorizations referred to in this General Media Release.
Signature of Applicant's Parent/Guardian Date
Address of Parent/Guardian (if different) Phone Number (if different)
City, State, Zip Code

MUSIC RELEASE FORM

	oser/Musician), who composed/performed and/or own
the copyright(s) to the music track(s) entitle	d:
	Militaria de la companio del companio de la companio della compani
I agree to allow	(Filmmaker/Production Company), to use my
work in the production entitled	(Film Title).
As compensation for my performance/comp	osition/in
(Title of film), I h	
(Description of payment for appe	arance/performance) from
	(Production Company).
I. the COMPOSER/MUSICIAN, own the	sole and legal copyright to the described work, and
	e promotion, production and distribution of the FILM
without further compensation.	
I understand also that any and all proceeds f	rom the film are the property of the
	(Production Company).
×	
I am 18 years or over Y / N(indicate	te choice by circling)
•	
Composer/Musician (Print Name)	Composer/Musician (Signature)
Parent/Guardian if Minor (Print Name)	Parent/Guardian if Minor (Signature)
raiche Guardian ii ivinioi (i iint i ante)	Turent Guardian it Minor (Signature)
State	Zip Phone
Composer/Musician (Address)	
EH MMAVED (Deint Name)	EII MM AVED (Cionativa)
FILMMAKER (Print Name)	FILMMAKER (Signature)



Song / Music Title		_ (hereafter referred	to as "Material") Dur	ation
Composer		Phone no.		
Other creators / performers (s	pecify roles: Lyrics, Vocals etc.)			
***************************************	PRODUCTION	DETAILS		
Producer's name			(hereafter referred to	as "Producer")
Production company				
Production title	PAYME	NT -	(hereafter referred to	as "Production")
Compensation			(currency, terms of pa	yment, royalties etc.)
Additional terms and conditions:		\//		
		V		
I hereby irrevocably grant to Produce	r the right, but not the obligation, in	perpetuity throughou	if the world and in all i	media now or hereafte
known, to use (in any manner it deem				
advertised or exploited, the Material				
Production referenced herein. Produc	er will in its sole discretion accord i	me credit in the Produ	ction and otherwise fo	r such use.
Lrepresent that I have the right to gra	ant to Producer the right to use the	e Material without the	necessity of obtaining	the consent of any
third person or entity, other than the				laterial does not
infringe the copyright or violate any r	ight of publicity, privacy or any oth	ner right of any persor	n or entity.	
Signatures of all composer(s), other	creators / performers mentioned a	bove:		
			/ /	
Name	Signature		// Date	_
	· ·		/ /	
Name	Signature		/ / Date	_
Name	Signature		/ /	
Name	Signatura		/ / / Date	_
Name	Signature) / /	
Name	Circohura		_ / /	-
Name	Signature		Date	
			_ / /	
Name	Signature		Date	

PROJECT TITLE:	SE FORM DATE:
PRODUCTION COMPANY	LOCATION
DESCRIPTION OF PREMISES	
OWNER	DESCRIPTION OF PREMISES
duction equipment to be in and around the Premises on the Picture. 2. In connection with the Picture, Company will hold Owner.	y consents to permit Company's employees, agents and all necessary pro- grabove date(s) for the purposes of production in connection with the above er harmless from any damage to the Premises caused by its agents or employ- caused by said representatives of Company. Company will furnish to Owner a trage of the risks stated herein.
3. Owner warrants that it has the legal right and power to gr title and interest in all footage of the Premises filmed by Cor Company for its use in any manner and media it sees fit. Ov	rant the rights granted herein. Owner acknowledges and agrees that all right, impany during the aforementioned day(s) will belong solely and completely to where agrees that Company may use and authorize others to use the likeness city and institutional promotional purposes in connection with the Picture.
Location Owner / Legal Reprensentative	Date
Draduction Company Damescantative	Data

LOCATION RELEASE

Property name	(hereafter referred to as "Property")				
Property address	(increased referred to as Property)				
Contract refers to Property's					
	(horastar referred to as "Droporty Manager")				
Property Manager PRODUCTION DETAILS	(hereafter referred to as "Property Manager")				
	_ (hereafter referred to as "Producer")				
Production company					
Production title	(hereafter referred to as "Production")				
OTHER TERMS					
Dates of occupancy					
Hours of occupancy					
Location fee					
Property Mahager Nerely grants the permission to Producer and its employees,/agents, ind In Property during the dates and times identified above. Producer will use Property as a loca					
making sound recordings. In the event of a delay in schedule due to photographically unfavo					
control, Producer holds the right to reschedule at the agreed fees and terms provided in this					
Producer may photograph, film, videotabe and record sound on the Property and use the re	eculting materials in any way Draduser				
chooses. Property Manager grants Producer permanent, worldwide, exclusive right to own a					
photographs. Property Manager agrees to have no right to inspect or approve recordings.					
Producer may bring into the Property crews, actors and equipment. Producer may construct photography and recording, will restore the Property to its original condition as of the initial					
to by both parties in writing, reasonable wear and tear excepted.	access occupantly almost out almost agreed				
Producer agrees to hold Property Manager harmless from any liability and loss which may be caused by Producer's employees or equipment. Producer represents that they are covered by Public Liability and Property Damage Insurance.					
Property Manager agrees to the fees, statements and conditions stated in this contract concerning Property. Property Manager gives					
Producer the right to assign all terms stated in this contract and agrees to waive any further	compensation or demand of any kind forever.				
Property Manager understands the terms described in this contract. He/she is over 18 years of age and has the authority to sign this					
contract and grant Producer the rights given under this contract.					
Additional terms and conditions:					
	_ ·				
	-				
	, ,				
Producer's Signature Date Property Manager's	Cignatura				

Photograph & Video Release Form

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- · conference presentations
- educational presentations or courses
- informational presentations
- on-line educational courses
- educational videos

By signing this release I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

Full Name		and the second second
Street Address/P.O. Box		na realization
City		
Prov/Postal Code/Zip Code		
Phone	Fax	
Email Address		Maria San Carlo San Maria
Signature	Date	
If this release is obtained from a pre parent or legal guardian is also requ	esenter under the age of 19, ired.	then the signature of that presenter's
Parent's Signature	Date	