

Storyboard Template

- This template was designed to help you prepare for your video projects.
- Please ensure it is complete and has been signed off on by your video team.
- Filming cannot begin until the Storyboard is completed and signed off on.

Using the Storyboard

- A storyboard is a device that allows video producers to create a preview of what they want their videos to look like.
- The storyboard is made up of a series of frames. Each frame represents a specific 'scene' in the video.
- Each frame of the storyboard has three sections:
 - On Screen
 - This is what you want to appear on the screen during this scene. Feel free to draw, use clipart, etc.
 - Script
 - This is what the viewer will hear during the scene.
 - Effects / Notes
 - This is for special effects (background music, graphics, titles, etc.) that add impact to your video. Also, use this for special notes to the photographers about how you'd like to see this scene filmed.

On Screen:

Sketch what you expect to see on the screen in this box. If someone is talking, and you want a head and shoulders shot, just draw it.

Not an artist? That's ok - neither are we. Stick figures and blocks are just fine. Also – feel free to use clip art as well.



Script:

Type in the script that accompanies this scene. When you want to see something different on the screen, create a new slide.

Note: If you're putting more than 200 words into this space – you should break it up into a different scene. People tend to get lose interest without changes to what's on the screen. The average script should be read at approx 50 words per minute.

Enter your script here...

Effects / Notes:

Sound effects, music, special animation requests, questions to the camera team, etc.

Make notes here...