



### Video Editing Example Sheets

#### VIDEO NAME: EXAMPLE SHEET...

TIME CODE IN:	TIME CODE OUT:	EDIT ON... From – to...	EDIT DETAILS	SHOT VIEW / EDIT	SLIDE TEXT / CAPTION TEXT:	OTHER NOTES:
00:00	00:40	Eg. From "Welcome to the site" to "Call us today!"	Total clip to Edit time code	MS		40 second clip
00:00	00:05 5 secs total	Eg. Add Title: + presenter name + company logo + background See notes below for Font, logo, background details	Intro slide details	Branded Slide Viz	Eg. "Intro to our Company with Joe Blogs" Web address + phone number	YES use Intro slide
		Eg. no Outro slide	Add Outro slide details	Branded Slide Viz		
00:12	00:15 3 sec flash	Eg. When discussing Customer Service in video	CAPTION 1:		Eg. Key point – connect to Customers	(all caption fonts are exact same – please advise text style in box below)

#### EXAMPLE EDIT CHECKLIST - PLEASE PROVIDE DETAILS IF WANT BRANDED VIDEO CLIP:

<b>ARTWORK?</b> – require high res .jpg .png or Design your own .Ppt slide as intro & outro slides	Eg. Logos / company colours OR Ppt slide to use as Jpeg
<b>TEXT STYLE?</b> Please type 1 Font style and specific colours required	FONT TYPE FOR TEXT & CAPTIONS: FONT COLOUR: BACKGROUND COLOUR (if logo watermark – only in Ppt):
<b>CONTACT DETAILS FOR INTRO/OUTRO SLIDES</b>	eg. web / email / contact numbers
<b>MUSIC</b> <b>All music must be copyright free or Royalties paid.</b> <b>Internet pirate music is not accepted.</b> Please provide the music as MP3 file or link to music website to download from (time added to total hours) Please ensure Copyright credit message is added to end slide or YouTube Description	Recommended music download sites – some free other paid: <a href="http://audiojungle.net">http://audiojungle.net</a> <a href="http://www.soundcloud.com">http://www.soundcloud.com</a> <a href="http://www.jamendo.com">http://www.jamendo.com</a> <a href="http://music4yourvids.co.uk/">http://music4yourvids.co.uk/</a> <a href="http://www.jewelbeat.com/">http://www.jewelbeat.com/</a> <a href="http://www.istockphoto.com/audio">http://www.istockphoto.com/audio</a> <a href="http://www.melodyloops.com/music/">http://www.melodyloops.com/music/</a> <a href="http://www.audionetwork.com.au/">http://www.audionetwork.com.au/</a>
<b>CONTACT DETAILS FOR INTRO/OUTRO SLIDES</b> If PPP designing IN/Out slides, please provide specific text required + company colours for slide + any credits?	eg. web / email / contact numbers Thank you to... Music Copyright free from... Video Production by... ..etc.
<b>OTHER NOTES?:</b>	



**VIDEO NAME:**

<b>TIME CODE IN:</b>	<b>TIME CODE OUT:</b>	<b>EDIT ON... From – to...</b>	<b>EDIT DETAILS</b>	<b>SHOT VIEW / EDIT</b>	<b>SLIDE TEXT / CAPTION TEXT:</b>	<b>OTHER NOTES:</b>

*Feel free to use this edit sheet, or create a copy for yourself...*



MY NOTES...

A large, empty rectangular box with a brown border, intended for writing notes.