



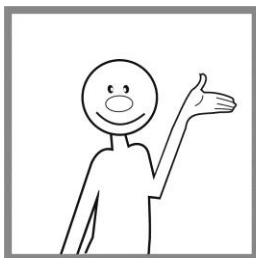
Story Board Sheets

Storyboarding = the visual representation of your video 'story'.

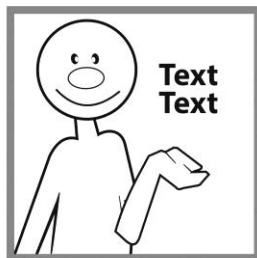
When working with a pro-production team you will create a storyboard for them to see in pre-production (planning). Story Boards clearly demonstrates what you want to appear on screen, so your camera and edit pros have a clearer understanding of your vision. They can also storyboard for you.

If you are making your own DIY video, you do not need to take this time, but it can help your video planning thought process to storyboard, especially if you are not normally a Visual impact focused producer.

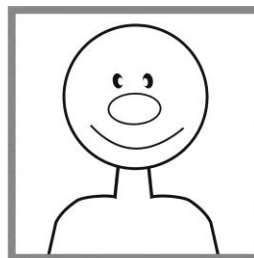
You can hand draw or create with .ppt slides, photos. Pictures don't need to be perfect, stick figures work! Underneath you make notes of the scene, shot type + what else you want on screen. For example...



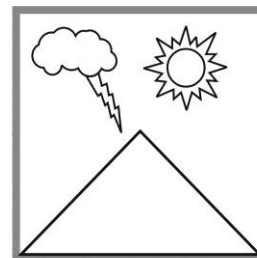
Scene 1: PTC Intro
Mid-shot



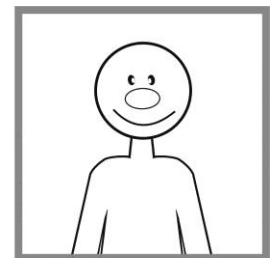
Sc 2: MS + Caption



Sc 3: PTC Zoom in
To XCU



Sc 4: Image/slide
+VO



Sc 5: PTC CU=Close

Remember to also add if/what you want as the Intro / Outro (the end) slides. If doing your own, create these in .ppt and save as .jpg or .png photos for editors to use in their software – they will advise the best format. I like using PowerPoint or hand drawing mine – again M³ clarity comes from hand drawing!

Examples: Intro + Outro slides + Text to write under your storyboard visuals:



1. Intro Slide example



2. Outro (End) Slide example

What to write in your Shot/Scene Instructions:

- ▶ Write simple instructions of the story scene by scene, number, shot instructions, details of what you want to appear on screen (captions, viz etc.) + the approx shot length + script ideas + direction/mood...
- ▶ If you are ad-libbing script, simply write the core theme for this shot
- ▶ You can write the full script here if wanting to remember word for word with text or for VO – then use one image per page above your script.
- ▶ You can write details under or to the side...

Shot Instructions

Scene no:

Shot:

Details on screen:

Shot length:

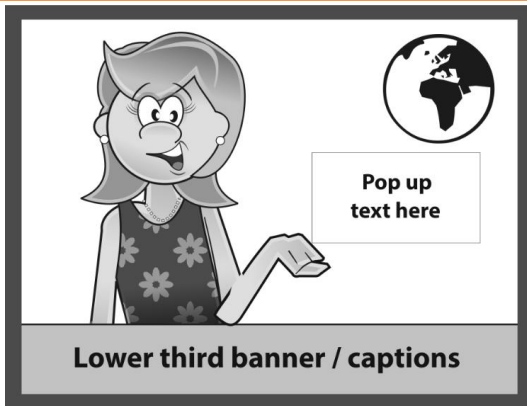
(use approx time in minutes'+seconds" – e.g. 1'30" or 1:30")

Script Theme / Lines:

Performance Direction / Mood:



Story Board Visual Extras (Viz)



Visuals or Vis or VIZ

- ▶ Remember your additional visuals (VIZ) – what are they?
- ▶ Where will viz appear on screen?
- ▶ How do you want Viz to appear - what 'transitions'?
- ▶ Where you want text pop-ups / captions – key points?
- ▶ What size / colour / font do you need?
- ▶ Do you want Lower Third Banners?
- ▶ Will banners scroll, slide or appear?

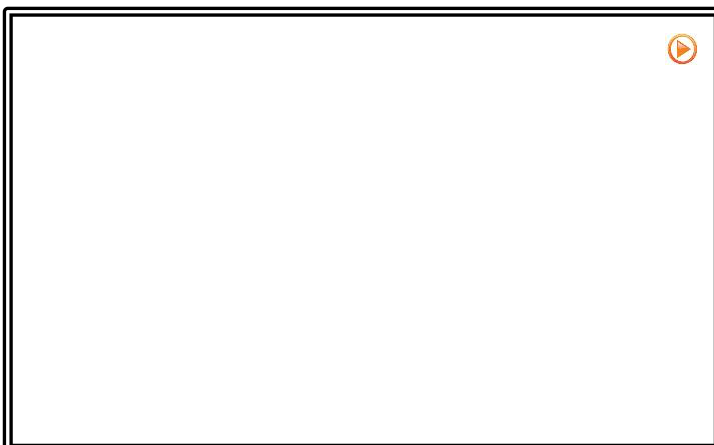
... think of all eventualities on screen + remember your logo!

You probably won't have *all* these pop-ups at once, it would be far too busy... KISS your VIZ!

But this shows what you need to think of when 'framing' your shots, so you can leave space when you film to include additional text captions or visuals. This is where a plain wall as backdrop, or backdrop, is useful. Remember – too much info will not look good on mobile or tablet small screens – think all size screens... It is best to plan this when you choose your shot set-up – so you know where to leave space in the shot or you can fit them in during post-production where they look best.

Story Board Templates

You can put the shot instructions below or to the side of your scene screen – which ever works for you:



Shot Instructions:

Scene no:
Shot choice:
FX on screen + transitions:
Shot length:

Scene Story / Script:

Direction/Mood:

Shot Instructions:

Scene no:
Shot choice:
FX on screen + transitions:
Shot length:

Scene Story / Script:

Direction/Mood:

Lottie's Note:

As well as simple story basics / mood - also think of noting camera + sound effects and preferred 'transitions' – how the shot moves from one to the next – lots of options e.g.

- ▶ cut, fade, zoom, pan, slide, push...

My Storyboard Template will help you remember instructions you need to give your production team.

Remember, as the presenter YOU are your No.1 Production Value!



MY NOTES...

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