

Pre-Production Planning Document (MINI DOC)

GENERAL INFO

1. **Your Name:** Julie Anderson
2. **PROJECT:** Mini Documentary

CREATIVE BRIEF

1. What must it be?
A mini documentary/biography/news story.
2. Who is it for?
Anyone interested in the story of our family cabin, most likely people in my family.
3. How long must it be?
1-5min.
4. What is your objective with the piece?
To document a historical event within the family of an heirloom that we still get to use today.
5. When is it due?
May 2nd, by midnight
6. What is the overall idea?
A documentary that focuses on family history – my grandparents deciding to build a family cabin, my dad and the entire family building it, and that it's a special place that we get to use to this day.
7. What is the storyline summary?
That we have a cabin which was built by my relatives, and the process to get there.
8. Elevator pitch:
This will be my dad talking about it at the beginning – he will decide what he says.
9. Tagline:
The Anderson cabin is a treasured piece of the family, and has a rich history...
10. Look and feel description (including “pacing”):
Relaxing pace, calm setting.

QUESTIONS / NOTES

SUBJECT:

1. Why did you choose this story? Because the cabin is an important part of the family, we have a ton of photos from the making, and my dad has a lot of great things to say that I'm not sure I even know about.
2. Story ideas:
 - Cabin being built
 - History of the family – both grandparents have passed
 - Fishing then vs now

NARRATION/HOST:

3. Who will lead us through the piece? I will be the narrator.
4. Narration ideas:
 - Lead through the piece based off of what my dad says from my questions, and pictures to show

INTERVIEWS:

1. Who will you interview? My dad, who has the photo albums and stories of the cabin being built.
2. Why is this person important to the piece? He was in his late teens and early twenties when the family began building the cabin, he has a lot of great memories of it then and now.
3. What questions will you ask? Why did your parents (my grandparents) decide to build a cabin? How did they find and choose the location for building it? When did you build it and how long did it take? Who helped?
4. What followup questions might be important? What did you get to build at the cabin/what were your responsibilities? Do those that helped still get to use the cabin today?

B-Roll:

1. What b-roll visuals will be important to convey the story? Keep in mind you should show what the interviewees are talking about. Shots of the photos that show the cabin being built, the many albums that have these photos, shots of the cabin itself.
2. Any still images or charts or graphics? I might have to use still images of the cabin as it's not open for the season yet and is a few hours away.
3. Is the nat sound of the environment important? If so, be sure to record it properly.
4. B-roll ideas: Photos, albums, cabin, etc.

MUSIC:

1. What is overall "mood" and "feel" of the piece? Relaxed and informational, but I'm sure my dad's fun personality will shine through when interviewing, which will be a nice feature.
2. Music track ideas: Soft, light hearted music.. Maybe something from the 70's/80's when the cabin was being built.

PERMISSIONS:

1. Am I allowed to film here? Do I need permission and/or a permit? I'm allowed to film at my parents' home, and do not need permission. I'm also allowed to film at the cabin without permission, but I'm not sure I'll be able to within this next week.
2. Will any people be in my shots? Do I need permission and/or release forms? I do need permission from my dad who will be in my shots, but he's agreed without a release form.

GENERAL:

1. What gear do I need to pack and bring with me for the shoot? Film gear, sunscreen, water, etc. I'll need my laptop with software, lav mic, lighting with white lights, tripod, camera, camera battery and charger, photo albums, chairs.
2. How will I transport everything and keep it safe? My car, camera case, laptop case, etc.
3. Are there any potential hazards or complications at this location? No hazards, though I will need to make sure to explain to my parents that the background sound will need to be minimal, as the lav mic is omnidirectional.

SCRIPT

Name: Your name here

Title: Your title here

<u>VIDEO</u>	<u>AUDIO</u>
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Sample:

INT. MY DAD SITTING DOWN FOR THE INTERVIEW, GETTING COMFORTABLE - DAY

WS Keith beginning to talk.

CU of images in photo album.

MS of images in photo album.

CU of image of cabin.

MS of images in photo album of cabin frame up.

CU of my grandparents, young, building cabin.

WS of flipping through photo albums.

CU related photos to what my dad is talking about.

MS closing the photo albums.

WS of image of cabin.

Sample:

(Fade in music - few seconds)
(Fade music to background level)

Keith (my dad):

- beginning to talk about a notable piece of information about the history of the cabin.

(Keith voice fades out)

VOICE OVER:

"The Anderson cabin is a treasured piece of the family, and has a rich history..."

(SFX here of hammer on boards)

- I continue to talk about the cabin
- Notes about when it was built and why
- Notes about my grandparents

Keith:

- Talks about any interesting notes or stories relating to back when building the cabin.
- Continued.

(Fade music up)

(Fade music out)