# Storyboard Template Instructions

## Instructions

1. Fill in the appropriate fields for each frame of the story board. The name, project title, and date field will automatically update on each subsequent story board frame.
2. Think through the story board and which scenes come first. Often a video starts with opening credits. Each credit screen would constitute a separate storyboard frame.
3. The easiest way to populate the image field is by taking photos of your proposed story board scenes on your mobile phone or digital camera, then transfer them to the computer, and then use the picture icon in the center of the field to insert the photo into the form. It is ideal if you stage each photo so that it is an accurate depiction of the scene you will be shooting with the video camera. However, if you need to annotate the photo, you can do so using Microsoft Word’s word art, or shapes toolkits. Alternatively, you can print out your completed story board and annotate each individual picture frame with a sharpie. If you need to send the sharpie annotated story board electronically, you can scan the pages as a PDF.
4. Insert the piece of the script that matches each story board frame. The dialog cell on the form represents about one minute and thirty seconds worth of dialog. If done properly you shouldn’t have a single story board frame that runs for that long. If you do, break up your script into separate frames, even if you duplicate the image across multiple frames.
5. Describe what is happening in the video in the action field, for example “writing on chalk board,” or “lighting Bunsen burner.”
6. Enter the time (hh:mm:ss format) that you expect the shot described by the story board frame to last. A good way to estimate this is to time yourself reading the script out loud for that frame.
7. Use the drop down box to select the speed of the video. Usually you will be showing normal speed video. However, when using a slow-mo or sped-up video you will need to justify the use of this effect. For example, you could justify the use of sped-up video as a way to show a gradual five minute process in thirty seconds.
8. Choose a camera movement. Almost always, you will use a static shot. When choosing a different movement you will need to justify the use of this movement. For example, you could justify the use of hand help as a way to follow the erratic movement of your subject.
9. If you are going to insert supplemental audio and video files into the video make notes of what they are and specify the type of licensing you are using, summarized below:
   1. Self-authored is something you created yourself, such as a picture you drew. This is the best kind of content because you have complete freedom in its use.
   2. [Educational exemption](https://www.law.cornell.edu/uscode/text/17/110) allows you to use copyrighted material, such as an image from a textbook, in the physical classroom without any restrictions. However, you cannot exhibit the video outside the classroom context.
   3. [Fair use](https://www.law.cornell.edu/uscode/text/17/107) is generally understood to be the use of copyrighted content when used in “commentary.”
   4. Licensed content is content that you have paid to use, such as a stock photo.
   5. [Creative commons](http://creativecommons.org/licenses/) content is free to use, as long as credit is given and any other restrictions are followed.
10. Reference any sources of information you used in preparing your video, as well as audio and imagery.
11. Think through the story board and which scenes come last. Often a video ends with closing credits. Each credit screen would constitute a separate storyboard frame.
12. When your script is finalized, delete any unused storyboard pages. This will result in the total number of pages in your story board page count being accurate.

| Name: Enter your name here | | Project Title: Enter the title of video here | | | | | Date: Pick date |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Storyboard Frame **1** of **20** | | | | | | | |
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