

DMA 327 DOCUMENTARY PROJECT REPORT

When submitting your master tape for final evaluation, both the producer and the co-producer must simultaneously submit his or her own Documentary Project Report typed in this format in order to receive a letter grade for the DMA 327 course sequence. The grading criteria for #9 Production Role "Strengths and Weaknesses" are listed on the back.

Describe your role in each of the following aspects of the production. Make sure you list the dates, times, and **total hours** for each of the following aspects of the documentary production:

1. **TOPIC IDEA and RESEARCH** - discuss your input in the original concept of the documentary and list the hours you spent researching the background information for the program's topic and focus. (*List the total sum of hours*).
2. **PRE-INTERVIEWING** - list the dates, times, and hours you spent pre-interviewing the subjects for this program in person or via telephone. (*List total sum*).
3. **SCRIPT WRITING** - discuss your involvement in the creative conceptualization, narration copy writing, and script blocking (shot selection) aspects of the program. (*List total sum*).
4. **PRE-PRODUCTION COORDINATION** - list the dates, times, and hours you spent performing any of the following pre-production activities: (*List total sum*).
 - A) Location Scouting and Location Clearances -
 - B) Equipment and Crew Scheduling -
 - C) Food, Lodging, and Transportation Arrangements -
 - D) Music/Video Footage Copyright Clearances -
5. **PRODUCTION** - list the dates, times, and hours of each location shoot of your project that you worked on along with the crew function you performed. Also list the crew members who assisted you on each shoot along with their crew assignments such as camera, lighting, audio/VTR, boom, or grip. (*List total sum of hours for shooting*).
***Also at this time, list the dates, times, and hours you served as a crew member on any of your classmates' DMA 327 location shoots along with the crew function you performed.**
6. **POST PRODUCTION** - list the dates, times, and hours of any of the following post production activities you performed on the documentary project: (*List total sum*)
 - A) Window Dubbing -
 - B) Tape Logging/Edit Decision List shot selection -
 - C) Narration Recording -
 - D) Selection of Music/Sound Effects/Stock Footage -
 - E) Transfer of Narration/Music/Sound Effects/Stock Footage to Video Tape -
 - F) Chyron Titling and Graphics Production -
 - G) Original Music Recording/Audio Sweetening/ADR/Foley -
7. **ON-LINE EDITING** - list the dates, times, and hours of all on-line editing sessions you were involved in along with your role/function during the editing session. (*List total sum of hours for on-line editing*).
8. **BUDGET** - report all of your financial expenditures for completing this project according to the following items listed below. Make sure that you provide a total sum for all expenses of the production at the end:
 - A) Tape Stock -
 - B) Narrator Fee/Musician/MIDI Fee -
 - C) Telephone/Postage -
 - D) Transportation/Fuel -
 - E) Food/Lodging -
 - F) Misc. Expenses/Equipment Rental -
 - G) **Total Sum = _____**
- *9. **PRODUCTION ROLE** - discuss the strengths and weaknesses of your documentary according to the DMA 327 Grading Criteria listed on the back. Address each of the criteria individually, then summarize your overall role/function as the producer or co-producer of this program and how your input affected the quality of the final product. Take this portion of the report seriously since it weighs heavily on the final grade you are assigned.
10. **YOUR GRADE** - On a separate sheet of paper, discuss what final grade you believe you deserve for what you achieved in this program and why this particular grade for DMA 327 would be appropriate. Base your evaluation solely on what is reflected in the final product, rather than on the amount of time or effort you may have put forth to complete this project. Based on what the audience sees and hears on the screen, make a case for yourself!
11. **CO-PRODUCER'S GRADE** - Evaluate the strengths and weaknesses of your co-producer along the same criteria. Discuss what final grade you believe your partner deserves for his or her effort and achievement in this program and why this grade would be appropriate. Be honest !