

Music Video Project Report

When submitting the master tape of the Music Video production for final evaluation, each co-producer must simultaneously submit a separate Music Video Project Report typed in this format in order to receive a grade for the production. **The quality of your report is crucial to the final grade assigned to you for the production project.** As such: 1) **following the directions** as listed on this sheet; 2) using **proper grammar and spelling**; and 3) providing **detailed, pertinent, accurate, and honest evaluation** of your work are important criteria that will significantly affect the grade assigned to you for this production. Therefore, please **take your report and its presentation very seriously!**

1. **ORIGINAL PROJECT CONCEPT** - discuss your input in the original concept and selection of this artist and song for the Music Video project.
2. **PROJECT DEVELOPMENT** - discuss your involvement in the creative development of the project's staging, locations, choreography, and shot selection. List dates, times, and hours. *{Total Hours}*
3. **PRE-PRODUCTION** - list the dates, times, and hours you spent contributing to the pre-production arrangements of this project. This function would include: 1) **casting** (*talent selection, auditioning, and rehearsals*); 2) **unit manager** (*location scouting and clearances; equipment, crew, food, and transportation arrangements*); 3) **art director** (*selection of sets, props, stage design, costuming, and make-up*). *{Total Hours}*
4. **PRODUCTION** - list the date, time span, hours, and **crew** for each location shoot or studio taping of this project along with the crew function that each of you performed on the shoot such as **Director, Camera, DP** (Lighting), Grip, or Audio/Boom/VTR. *{Total Hours}*
5. **POST PRODUCTION** - list the dates, times, and hours you performed post production activities such as: 1) **window dubbing**; 2) **tape logging**; 3) **Edit Decision List shot selection**; 4) **transferring to other video formats**; 5) **importing footage into the computer**. *{Total Hours}*
6. **ON-LINE EDITING** - list the date, time span, and hours of each on-line editing session you were involved in along with your role/function during the editing session. *{Total Hours}*
7. **BUDGET** - itemize all of your financial expenditures for completing this project. Include individual listings for: 1) Video Tape; 2) Performer/Dancer fees; 3) Props, Costumes, Make-Up; 4) Postage/Telephone; 5) Food, Lodging, and Transportation; 6) Misc. Materials or Rental Fees. Make sure that you provide a total for all expenses of the production. *{Total Cost}*
8. **PRODUCTION ROLE** - provide a detailed evaluation of your overall role/function/input as a co-producer for this project. Describe how your input affected the: 1) **production value**; 2) **entertainment value**; and 3) overall **creative quality** of this production. Honestly evaluate and describe your own particular strengths and weaknesses.
9. **YOUR GRADE** - discuss what grade you believe you deserve for your achievement in this Music Video production and why this particular grade would be fair and appropriate for you when compared to current and past students' Music Video production quality in this class.
10. **CO-PRODUCERS' GRADES** - evaluate the strengths and weaknesses of each co-producer along the same criteria. Discuss what grade you believe each co-producer deserves for his or her effort and achievement in this project and why this grade would be appropriate. Be honest !