1. Create graphics – production logo and any others you need

**Production logo template**

Resources:

[Photoshop Help](http://www.mediacollege.com/adobe/photoshop/)

2. Take or secure still photos to folder on the server

Resources:

[Links for free and royalty free images](http://www.seabreezecomputers.com/tips/freeimages.htm)

3. Record/secure audio voice-overs

**Cast, Crew, location & equipment form**) **release forms**

Resources:

[How to record voice with your mac.](http://www.mactip.net/how-to-record-sound-on-a-mac/)

**Hints for sound and video help sheet**

[Free Sound Effects](http://soundbible.com/free-sound-effects-1.html)

Google “how to get audio from youtube” – try SEVERAL converters 1 will work!!!

5. Reserve Camera for dates

6. Use a digital video camera to capture images

using the following camera techniques: rule of thirds, leading look, leading lines, close-up, establishing shot, cut-away, basic shot sequence, tilt, pan, and zoom.

Resources:

[Shooting tips](http://www.magisto.com/videoarticles/shooting_tips)