ITS Multimedia Services– Pre-Planning Sheet

# Pre-Planning for Video Productions:

1. Create an outline or use the Two Column Script Template that details the visuals and audio envisioned for your final project.
2. The on camera/voice over talent should sign the Talent Release Form prior to the recording. Share a digital copy of the signed form with our team.
3. When a green screen is used for your recording, the talent should avoid wearing shades of green which can cause parts of their clothing to disappear or become transparent during the editing process.
4. Pastel solid color wardrobe is best to wear for the recording. Avoid wearing heavy patterned clothing and logos.
5. We recommend that you purchase an external hard drive for your department so that you can keep copies of the original footage and project files for any future updates.
6. The ITS Multimedia Services department will keep copies of the project files for **one year** after delivering the finalized content, after which the files will be deleted. A high-resolution export of the finalized edited content will be archived and available upon your request.
7. Please allow up to 3-4 weeks for the editing process.

## Pre-planning for Live event:

1. Complete the Run of Show template to create a minute-by-minute agenda for your event.
2. We must view the venue at least 1 to 2 weeks before your event to assess equipment and set up needs.
3. On the day of the event, ITS Multimedia Services will need access to the venue at least 4 hours before the start of the event to set up and 1 hour after the event for break-down.
4. Wireless or hard-wire microphones will be used depending on the situation; our team will make sure the microphone is properly positioned and will conduct audio checks.
5. OSD accessibility needs to be adhered to for both in-person and virtual audiences. If your event is interactive, Live captions and an ASL interpreter are required. For the in-person audience, captions can be accessed via a text caption QR code.
6. We recommend you purchase an external hard drive for your department so that you can keep copies of the original footage and project files for any future updates. Completed projects are kept for **one year** after the final project is delivered. A high-resolution copy will be archived and available upon your request.
7. Please allow up to 3-4 weeks after your event date for editing.

## Pre-Planning for Virtual and Hybrid Events:

1. A hybrid event is like planning for two events. You will need to identify who will be your host/presenter for the “in-person” portion and if you will be taking questions from the virtual audience, someone on your team will need to moderate those questions.
2. OSD accessibility needs to be adhered to for both in-person and virtual audiences. If your event is interactive, Live captions and an ASL interpreter are required. For the in-person audience, captions can be accessed via a text caption QR code.
3. ITS Multimedia team will set up the Zoom webinar for your event. We will provide you with the attendee link for you to promote the event. (The Q+A Moderator and ASL interpreters are considered panelist)
4. ITS Multimedia Services must view the venue at least 1 to 2 weeks before your event to assess equipment and set up needs.
5. ITS Multimedia Services will need access to the venue at least 4 hours before the start of the event and 1 hour after for break-down. (May require more time depending on complexity of project.)
6. We recommend you purchase an external hard drive for your department so that you can keep copies of the original footage and project files for any future updates. Completed projects are kept for one year after the final project is delivered. A high-resolution export of the finalized edited content will be archived and available upon your request.
7. Please allow up to 3-4 weeks after your event date for editing.

## Pre-Planning for Video Editing Services

1. ITS Multimedia Services will need copies of your recorded content delivered on an external hard drive.
2. Please prepare an outline or script that illustrates an overview of the intended final project. Utilize our Two Column Script Template located on the Video Editing Services request page.
3. We recommend that you purchase an external hard drive for your department so that you can keep copies of the original footage and project files for any future updates.
4. The ITS Multimedia Services department will keep copies of the project files for **one year** after delivering the finalized content. A high-resolution export of the finalized edited content will be archived and available upon your request.
5. Please allow up to 3-4 weeks for completion of the editing process

## Accessibility Requirements for in person events, virtual events and videos.

1. Events - If your event is interactive, Live captions and an ASL interpreter are required. ITS Multimedia services employ’s a vendor (VERBIT) for Live Captions at a rate of $110 per hour with charges applied to your department. A chargeback number will be necessary. An ASL interpreter can be scheduled directly [accessibility website.](https://yukon.accessiblelearning.com/CSULA/CustomRequest.aspx)
2. Video content - All videos posted online or presented during an event require video captions. ITS Multimedia services employ’s a vendor (VERBIT) for captions at a rate of $1.99 per minute of content, with charges applied to your department. A chargeback number will be necessary. If you need to request video captions for a video not produced by the ITS Multimedia department you can submit a video captioning request via the [Audio and Video](https://www.calstatela.edu/accessibility/audio-and-video) page of the Accessibility website.