

Filming Guidelines

To best prepare you for success, please see the guidelines to follow, which outline the technical and creative requirements of your short documentaries. By adhering to these guidelines, you will create a compelling and well-executed documentary-style video that communicates a profound message while captivating audiences with strategic storytelling and filmmaking techniques. Following the submission of all documentaries, a single student-produced documentary from each class will be selected to undergo a final editing and refinement process by the CWK Network and will also be featured on the How Are the Children platform. Among them, a few may be chosen as exemplars of student documentaries for future renditions of the HATC curriculum.

I. Narrative Focus & Teamwork

- Students conduct research to gather credible information, data, and diverse perspectives related to the chosen topic which should be significantly relevant to the student's community, school, or another broader societal issue.
- **Choose at least 1 SEL competency as the basis for the story you produce through your production crew's film project.**
- Showcase passion & creativity using unique storytelling techniques, visuals, or narrative structure which reflects student perspectives on the chosen topic.
- Demonstrate an ability to problem-solve, coordinate with peers, and accept constructive criticism.

II. Storytelling & Production

- Narrative Structure: The video must consist of a well-defined narrative arc with a beginning, middle and end that employs a variety of filmmaking techniques such as interviews, voiceovers, visuals, and music to create an engaging story.

- Cinematic Techniques: The video should demonstrate an understanding of basic cinematography principles such as framing, composition, and camera movement. All video footage should be properly framed and in focus and all audio should be balanced for clarity and legibility throughout the video.
- Interviews: Students must prepare questions which will be used in interviews with diverse individuals who provide different perspectives on the topic, **one of which must be at least one generation removed from the student** (10-year gap).
- Filming Protocols: **Students must complete all documents in the Filming Protocols packet by any listed project deadlines, completing tasks within the allotted time frame.**
- Additional Guidelines:
 - Production groups must complete Story Arc, StoryBoards, and Pre-Interview before being cleared for Production.
 - Production groups must complete Interview Prep and maintain a daily record of production activities using the Daily Production Report
 - Production groups must complete Story Arc revisit before editing.
 - Production groups must complete Editor's Journal during editing.

III. Post-Production

- Format: Final videos must include a title, names of Production Crew Member First Names (role is optional), and lower thirds for interview subjects. **Final videos, edited and polished, should run no shorter than one minute and thirty seconds and no longer than three minutes.** The video project should go through at least two rough cuts with one final cut which is well-structured and coherent with smooth transitions between scenes. Students must ensure footage is clear and framed properly, in addition to ensuring audio is audible and clear throughout the video, with properly balanced levels and sound elements.
- Editing: Students must create a short documentary video which utilizes filmmaking elements such as interviews, voiceovers, b-roll, and music to

capture audience's attention and effectively convey their intended message. **Minimum of (1) rough cut and (1) fine cut.**

- Ethics: Students must honor interviewee's privacy, obtain filming permissions, and present information which originates from credible sources.

IV. Final Film Parameters

- Run Time: 1½ to 3 Minutes
- At least (2) interviews
- Different Types of B-Roll
- Establishing Shots
- Inserts
- Cutaways
- Archival Materials
- Dramatic Reenactments
- Soundscape
- Primary Track - Dialogue/Interview
- Secondary Track - Music, Sound FX, Ambience, Natural Sound
- End Credits
- Name & Role of each Production Group member and persons featured on screen.

Unit # / Lesson # / Day