

What does Film Crew do?

Film Crew can create videos, vines, DVDs, live streams, or whatever multimedia you may need.

Film Crew creates **Training** and **Creative Videos** to fit your needs. Film Crew can work with you to create a storyboard and script, then film and edit a final product.

Film Crew has created videos for:

- Counseling Center RESPOND training
- Sterno Use
- Wellness Resource Center videos
- Safe Spring Break
- Fire Factor
- Fall Welcome
- Veterans Week
- #MizzouStandard

Film Crew also **Live Streams Events** direct to anyone in the world. Film Crew has live streamed:

- Commencement
- Greek Week
- Homecoming Talent
- National Intercollegiate Wheelchair Basketball
- Quidditch World Cup
- Rockin' Against Multiple Sclerosis
- Step Show
- Tiger Walk

...and a whole host of other major campus and student-produced events. Film Crew can record your live stream, have it available on-demand after the event, and keep it online however long you need.

Additionally, Film Crew can live stream direct to screen for large audiences that require overflow capacity without making the event viewable by the entire world.

Please note that Film Crew works with disabilities services to provide accessible videos and live streams, including providing closed captioning and/or subtitles. Film Crew follows University Policies and Procedures to respect copyright and issue talent release forms.

Contact Information

Lowell Thomas:

FilmCrew@missouri.edu

Mark Johnson:

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Request Form:

<https://orgsync.com/83457/forms/152893>

Phone:

573-882-2368 (MUTV/Film Crew)

573-884-0954 (Mark Johnson)

Student Life Film Crew

Video Request Guide

Handy information for working with Film Crew and making awesome videos

Process of Requesting a Video

- Film Crew Video Request Link
<https://garners.wufoo.com/forms/film-crew-video-request/>

If you have any questions or just want to talk to someone about video possibilities, feel free to email filmcrew@missouri.edu or ask us in person!

Expected Production Steps

1. (CLIENT) Complete the request form
2. (BOTH) In-person meeting (30 minutes) to plan out production goals, **marketing plan** and location options
3. (BOTH) *Prior to filming* - Creation of script, **establish a realistic timeline for production and delivery of content**, and/or storyboard with Film Crew assistance
4. (BOTH) *Prior to filming* - Review script, timeline, location, goals and/or storyboard
5. (BOTH) *Day prior to filming* - clarification of filming itinerary including any last minute changes
6. (CLIENT) *Day of filming* - Client representative on location
7. (FILM CREW) **FILMING!**
8. (FILM CREW) Review of footage to identify issues
9. (FILM CREW) Produce **First Edit** of video
10. (CLIENT) Review of **First Edit** and provide wanted changes
11. (BOTH) Review of Final Edit (review video on your own time)
12. (CLIENT) Receive finished video

Tips for Scheduling Filming

- It is incredibly beneficial to schedule all of our filming for one day
- If you can be present during the filming process, it usually leads to much greater quality control

Required Items Before Filming

- Clear vision of what you want to accomplish
- **Marketing Plan for your video** - have a clear idea of WHERE and HOW your video will be used and for WHOM it is intended
- List of specific content you need shown in the video
- Contact information for any people in front of the camera
- *Accessibility options should be considered. Plan for either using subtitles or live captioning if it's a live event.*

How much does it cost me (Student Life member)?

- \$0 for labor and equipment
- Special requests could incur charges
- Live captioning at events are not handled by Film Crew and would incur additional costs

How much does it cost if another group wants to work with Film Crew?

- \$20/hour for labor, plus \$15 per camera per event

**Please don't "front" for organizations. If Student Life is the primary organizer of an event, it's no cost. If the event is a co-production, please keep in mind that Film Crew uses revenue to invest in new equipment, training, and staff labor.*

What happens if I need to make changes

BEFORE filming?

- If you need to make changes before filming has taken place, just contact us!

What happens if I need to make changes AFTER filming has taken place?

- Identify major issues early so Film Crew can schedule accordingly if reshoots are needed
- Work within the framework of the initial storyboard and project vision
- Communicate with Film Crew any and all questions, problems, or concerns so they can be addressed in a timely manner

Best practices

- Video requestors had a clear goal for their video of what they wanted to accomplish and where they wanted to film
- People being filmed arrived on time and were ready to be on camera
- Video requestors allowed for flexibility in their script when working with Film Crew to allow for easier editing (i.e. breaking up lines into smaller chunks, doing multiple takes from different angles, keeping dialogue consistent)
- Video Requestors scheduled on-camera talent to film in one day and made sure everyone that needed to be filmed or involved in the filmmaking process was present for filming
- If requesting multiple videos at the same time, video requestors planned to film all videos on the same day