Book Cover

Presenter's Name (all caps except Mark Davis' (cursive))

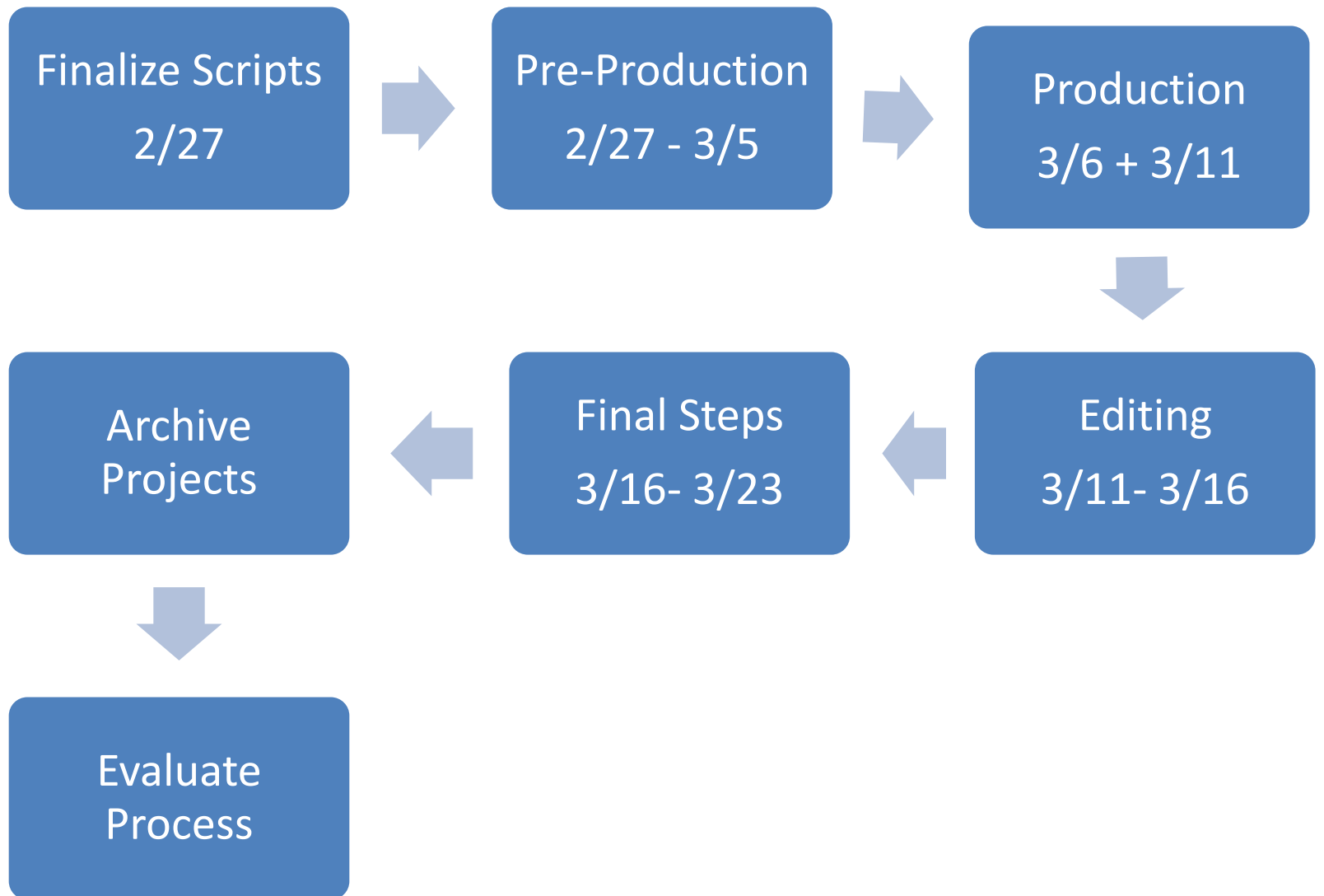Presenter's Position (Library Assistant-Gigi+Karla; Librarian-Mark)

This illustration is for the first part of the video. For Part 2 (Promoting Read and Ride website) Keep the presenter to one side (R or L is up to you on both cases, but keep it consistent whichever side you chose), and put the read and ride logo in place of the book cover for the final shot.

Editing Set-Up:

1. All files will be stored on the LaCie External Hard Drive
2. Upload SLOT footage and prepare clips (FCPX)
3. AfterEffects Videos: import footage and organize all A/V files
4. Put files in order in timeline
5. Green Screen color correction, etc
6. Adding Titles
7. Adding transitions
8. Rough Cut Renders; please use a small format; but at least 620p, so we can catch any color problems, rough transitions, glitches etc. to work out before creating the master file
9. Rough Cut review—we can share files via a Google Drive account
10. Clean up any issues in rough cut
11. Render Masterfiles in H264 full format and also a smaller format that displays at 620p or 1080p for YouTube videos
12. Send H264 format masterfiles via Google Drive to CityTV
13. Send YouTube quality files to Tech Services for Read and Ride Website upload
14. **"Go Live" Date: June 22**

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Finalize Scripts
2/27
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→
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Pre-Production
2/27 - 3/5
```
→
```
Production
3/6 + 3/11
```
↓
```
Archive
Projects
```
←
```
Final Steps
3/16- 3/23
```
←
```
Editing
3/11- 3/16
```
↓
```
Evaluate
Process
```

READ+RIDE De-Brief

BIG PICTURE ISSUES:

•What the expectations are--do we have creative freedom to produce something different from the last videos? Who is deciding what direction the videos go in?

•Who is working on the videos? How will work be divided?

FINE TUNING:

PREPRODUCTION

-Scripts ran a little long

PRODUCTION

-Key to Studio
-Key to Idea Lab
+Learned to use Teleprompter and Switcher
+City TV Set up 'ideal' lighting and camera set-up for studio
-Adapter FW>Thunderbolt
-Need to schedule time with City TV to train on power on/power down/set-up/break down/store all studio equip; lights/cameras/soundboard tripp lite, etc.
-Need location at AC to edit (?) or a Macbook Pro (?)
-Parking Pass (?)

POST-PRODUCTION

-Formatted Logos using Adobe Illustrator and Photoshop
-Corrected issues with green screen spill
-Looking for an easy and secure mode to share video files with Read and Ride Committee for review and feedback

Studio Manual: Broadcast Pix Switcher

POWER ON

1. IT Room; Turn on Broadcast Pix Machine (Green Light will turn on with Power)
    a. Use "Scene 2 Lighting"
2. Studio/Switcher Room
    a. LG Remote turns on LG Monitor
    b. Ki Pro Rack (AJA F52) Editing Console: Turn on CCU (Camera Control Consol/Units): CCU4, CCU5, CCU6 "Cam Power Button"
    c. Turn on Hitachi RCU1, RCU2, RCU3 on the board
    d. Click on "Broadcast Pix Switcher", then "Show: Studio Show" to show studio cameras
        i. Program screen is what is going to be recorded on SLOT (Router-05)
        ii. Preview is what you can cut to next
    e. Hit "Join the Show" on the switcher
    f. Monitors on the Left (Not LG): Plura monitor is calibrated for True Color (power switch is on back--use BOTH A/C + Backup)
    g. Dell Wave Form monitor..?
    h. Red is PROGRAM; Studio CAM 5 underneath the white buttons are PREVIEW
    i. Set up Teleprompter
    j. Test Exposure, adjust lights—two key on Greenscreen, one key on presenter
    k. zoom in to focus camera
    l. Test Sound; Between +5u-5u; adjust with MAIN MIX/MIC 1 on sound board
    m. "Max control room" controls speakers in Switcher Room

POWER DOWN

1. Quit on monitor "Broadcast Pix"
2. Don't save changes
3. Power down switcher: RCU, Dell+Plura Monitors, use the Remote for LG Monitor
4. AJA Power down