

Video Production Pre-planning Worksheet

Instructor	
Course Name and Semester	
Who is your audience (ages, characteristics)? How will your audience likely watch the videos: on what kind of device, while exercising, at home, while traveling?	
What purpose(s) will your video(s) serve in your course?	
How many videos do you hope to produce? Length of each video?	
What is your timeline?	
What resources are available to you? <ul style="list-style-type: none">• Equipment check-out• Technical Support<ul style="list-style-type: none">○ Planning○ Recording○ Editing○ Producing○ Delivery• Content collaborators	