

Digital Videotaping and Video-Editing Guidelines

- **Please do not wait until the last minute to do your project**
 - Need time to capture, edit and produce video
 - Providing this service uses real time and very time consuming
 - **2 weeks advanced notice**
- **Please Make Appointment** prior to videotaping and video-editing
 - **Call Cynthia Schafer 601-403-1333 or visit Garvin H. Johnston Library** (glass office by the bound periodicals)
 - To check camera for connectivity with computer
 - To get guidelines
- **Available times** for Media Services person to videotape are:
 - MWF – 8:00 a.m. to 3:00 p.m.
 - TU/THURS – 9:00 a.m. to 4:00 p.m.
- **Video Camera**-Media Services person will videotape with the new digital video camera (cannot check out to students) however there is an old VHS video camera that can be checked out through your instructor that students can use
- **Editing Information** you will need to have before capturing your video:
 - Storyboard-list of sequence shots to be put in order
 - Title and names of actors
- **Supplies needed:**
 - VHS Tape/DVD provided by student
 - Mini digital video tape (preferably use new tape if possible)
 - If your camera uses different kind of tape you need to make appointment for connectivity to computer
- **Videotaping for Editing**-Shoot scene longer towards the end of each scene to give room for clipping
- **Mistakes**-Editing mistakes out will shorten your time
- **Audience**-Know your audience (adults, children, teenagers)