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Editing Instructions

For your video project, Beyondmedia encourages you to use the edit-to-tape method when shooting your video. This means that you shoot your video exactly how you want it to appear.

If you do have some slight editing you would like Beyondmedia to do please follow the editing format, and be as concise as possible so that our editors have a clear understanding of what you would like your video to be.

If your organization has access to editing software and would like to edit your own work, please feel free to do that. If you decide to select this option, please notify Beyondmedia so that we can have a discussion concerning acceptable formats of fine cuts we can accept. Also note that Beyondmedia will not only need the fine cut of your video, but also the original media that you shot.

Once your footage is back at Beyondmedia, your video will be exported as a QuickTime movie and sent back to your organization for final approval before it is uploaded to the website.

Editing Instructions Format:

- Label your instructions with your Group's Name and Contact Person.
- Create a list of all of your video clips with a brief description.
- Next write out the order you want the clips arranged.

Example:

Beyondmedia Education, Rebecca Connie rebeccac@beyondmedia.org, 555-5555

List of Video Clips:

- Clip 1: Girls playing basketball
- Clip 2: Interview with basketball coach
- Clip 3: Girls playing at park

Edit instructions for order of clips:

- 1- A title card w/the text: Games and Girls
- 2- Clip 3: Girls playing at park
- 3- Clip 1: Girls playing basketball
- 4- Clip 2: Interview with basketball coach