PRE-PRODUCTION
1. Identify and list an item or action in the school that begins with each letter of the alphabet listed below (Ex. P= paper being crumpled or P= pencil)
2. Identify and list the type of shot you will use to show this item on camera (Ex. WIDE, MEDIUM,TIGHT)
3. Identify and list the camera movement you will use to showcase the item or action (Ex. pan left, zoom in, dolly in)
4. Get your list checked off by your coach.
5. Brainstorm locations you may want to shoot .
6. Check out the proper equipment, grab your coach, and get shooting!

PRODUCTION
7. Begin your production.
8. Identify each shot by SAYING ITS LETTER into the camera prior to shooting it (this will help you in the editing process) be creative, rule of thirds.
9. Look for creative ways something can be seen by the camera.
10. Use a tripod, dolly, and shoulder mount when necessary.
11. Record only what you need (no garbage)
12. Shoot to edit, leave room in front and back of each shot (pre-roll, post-roll)
13. Each shot should be between 8-10 seconds.
14. Work together and share the camera (everyone should set up and record shots)

POST PRODUCTION
15. On the desktop create a folder for your group labeled: ABCScavengerHunt(GroupName)
16. Import Footage from your SD card into the folder.
17. Label each shot in the folder with the correct letter of the alphabet that it correlates to.
18. Open an Adobe Premiere Pro Project. Title the Project: ABCScavengerHunt(GroupName)
19. Import the footage from your folder into the project.
20. Create a Title Graphic for your production. Add it to your timeline.
21. Mark your clips in and out and drag them into your timeline in the order of the alphabet.
22. Create a letter graphic for each shot with a description of the item or action being portrayed (Ex. P= paper being crumpled or P= pencil)
23. Create credits for your production. List all members of the group and their role.
24. Add a copyright free music track to your production (www.audioblocks.com)
25. Preview your production and make any changes needed.
26. Export your project as a H.264/, 1080i. Make sure it is titled correctly and is being sent to your group's folder on the desktop.
27. Sit back and be proud of your work! :)

LETTER	ITEM/ACTION	TYPE OF SHOT (WIDE,MEDIUM,TIGHT)	CAMERA MOVEMENT (PAN, TILT, ZOOM, DOLLY, TRUCK) MUST USE EACH ONCE
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			
Y			
Z			

RUBRIC

	EXCEEDS	PROFICIENT	NEEDS IMPROVEMENT
COMPLETED PRE PRODUCTION PLAN			
SHOT QUALITY			
GRAPHICS QUALITY			
EDITING QUALITY			
OVERALL FLOW			
EXPORT/ UPLOAD CORRECT			