

Plan a two-minute documentary

Choose a school club, find its story, then plan every shot, job and week.



LEARNING GOAL

Plan a short documentary: what, where, when, who and with whose permission.

SUCCESS CRITERIA

☐ I can turn a club into a clear concept for an audience.

☐ I can plan shots with a location, equipment and a person.

☐ I can schedule six weeks and plan for risks and consent.

1 Concept and audience

PART A

OUR CLUB

A Who is in it?

B What do they do?

C A moment to film

D Why it matters

AUDIENCE: WHO WATCHES?

PURPOSE: THEN WHAT?

2 Roles and responsibilities

DIRECTOR <i>runs the plan</i> NAME _____	CAMERA <i>films shots</i> NAME _____	SOUND <i>clear audio</i> NAME _____	EDITOR <i>cuts to 2 min</i> NAME _____
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3 Shot list and running order

PART B

List shots in the order viewers see them. Read the **model**. Tick **Done** once filmed.

NO.	SHOT: WHAT WE SEE AND HEAR	LOCATION	EQUIPMENT	WHO	DONE
1	Wide shot: the club room as members arrive MODEL	Club room	Camera, tripod	Camera	☐
2					☐
3					☐
4					☐
5					☐
6					☐
7					☐

Map your six weeks, risks and permissions



5 Six-week production timeline

PART C

TASK	WHO LEADS	WK 1 W/C	WK 2 W/C	WK 3 W/C	WK 4 W/C	WK 5 W/C	WK 6 W/C
1 PRE-PRODUCTION Research and permissions	Director MODEL						
2 FILMING Interviews and action							
3 EDITING Rough cut							
4 REVIEW Feedback and final cut							
5 PUBLISH Approval and screening							

Write each week's start date (w/c) and who leads Shade the weeks a task takes Draw a diamond where a milestone is due

6 Risks and plan B

PART D

WHAT COULD GO WRONG?	PLAN B: WHAT WE WILL DO
MODEL The interviewee is off sick on filming day.	Film the club activity first and use our spare day in week 4.

7 Permissions and milestones

- ☐ Get permission before filming anyone. Ask every person first.
- ☐ Follow the school's policy on filming and images.
- ☐ Check with your teacher who can and cannot appear on camera.
- ☐ Use only music and images you have permission to use.
- ☐ Do not publish without approval. Your teacher signs it off first.

M1 Plan and consent agreed	M2 All filming done	M3 Rough cut shown	M4 Final film signed off
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