Video Production Tutorial Booklet

Contents

wiltshire
music
connect

Introduction

This is your booklet which will include further information, resources, and links to help you to master each video tutorial.

In addition to the video files and this booklet, you should also have access to the following materials as part of your "virtual pack". Most of these materials will be explained in the video tutorials:

- Video Checklist / Sign off form (as Excel or PDF)
- Template for getting parent / carer consent
- Info on how to send your finished video to Wiltshire Music Connect
- Graphics cards

Each video file is viewable online. They move quite fast, but remember that you can pause, rewind, or fast-forward as you see fit. Remember to toggle the settings along the bottom playback bar to adjust the playback speed.

The same playback bar includes quality settings: make sure you are watching at the highest quality possible (1080HD is preferred) so you can see all the details. This will be particularly useful in the editing tutorial, where we also recommend that you watch in full-screen mode so that you can more easily see all of the details.

Before you even start, you may wish to check that your computer can handle the editing software you want to use (see section 6) - **please consider things like operating system and memory requirements**
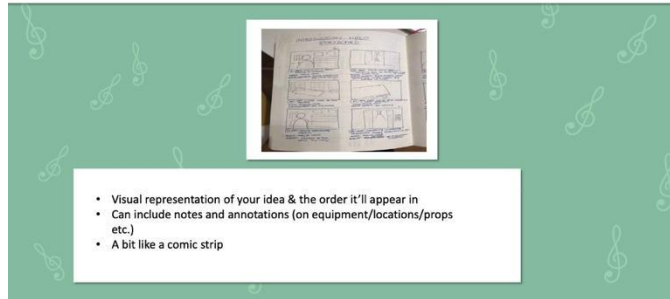
The production stages

01 Storyboarding & Scripting

This tutorial covers how to formalise your video idea on paper, using popular techniques like storyboarding or scripting.

Storyboarding

Pre-Production: Scripting & Storyboarding

- Visual representation of your idea & the order it'll appear in
- Can include notes and annotations (on equipment/locations/props etc.)
- A bit like a comic strip

Sample Script
Over the next two pages is a sample script that you can use or adapt to plan out your video project:

|	Mrs. Smith Introduction Video	
TIMECODE	**AUDIO**	**VISUALS**
	Key: **Materials needed** **Materials gathered** **B roll (any shots other than "talking head" set-up)**	
Introduction		
0.00	● (Play piece) ● I'm Mrs. Smith and I teach the trumpet and the trombone	Talking head (standing in living room)
0.20	(Play fanfare)	**Close-up of trumpet only**
Middle Section		
0.25	Use audio only: ● *My instruments are all members of the Brass Family and sound great when put together* ● *(after voice over finishes, concert volume increases)*	Clip from concert. **MAKE SURE YOU HAVE CONSENT**
0.40	● *These instruments sound great* ● *Did you know that we are making the sound by just buzzing our lips?*	Talking head (standing in living room)
0.50	(buzz lips)	**Close up of buzzing lips**
0.55	● *We all use mouthpieces to help us control the buzzing (different sizes for different instruments)*	Talking head (standing in living room)
1.05	● (Buzz lips of different sized mouthpieces) ● (Play fanfare type thing on just mouthpieces)	**Close up of lips/mouthpiece**
1.10	● *There are lots of different members of the brass family*	Talking head (standing in living room)

	● *Like all instruments, smaller ones play higher notes and larger ones play lower notes* ● *Here are some of the brass family members that you might be interested in learning*	
1.25	(Playing a short snappy tune that encapsulates the character of the trumpet)	● **(Standing in living room)** ● Caption: "Trumpet"
1.35	(Playing a short snappy tune that encapsulates the character of the trombone)	● **(Standing in living room)** ● Caption: "Trombone"
1.45	(A few seconds of a grade 5 trombone student playing)	● (Clip of student playing) ● Caption: "Grade 5 Trombone student who's been playing for five years" **MAKE SURE YOU HAVE CONSENT**
1.55	(A few seconds of a grade 1 trumpet student playing)	● (Clip of student playing) ● Caption: "Grade 1 Trumpet student who's been playing for six months" **MAKE SURE YOU HAVE CONSENT**
Ending		
2.10	(Clip from end of term concert)	● (Clip from end of term concert) ● Caption: A brass ensemble **MAKE SURE YOU HAVE CONSENT**
2.15	(Audio of clip from end of term concert continues)	Graphic with contact information

02 Safeguarding & Permissions

This tutorial covers some of the legal considerations to think about before starting your video.

Pre-Production: Safeguarding

- No inappropriate use of name or terms of address
- No bad language
- Dress appropriately
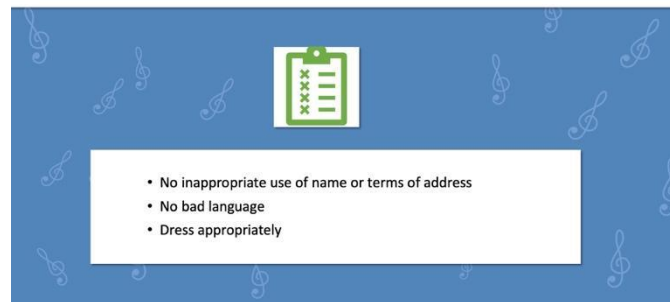
Safeguarding and Permission Forms
You should have access to the following. The latter is referred to as a "safeguarding checklist" in the video:

- [Template for getting parent / carer consent](#)
- Video Checklist / Sign off form (as [Excel](#) or [PDF](#))

Remember to stay in line with the conditions laid out in your template in terms of how identifiable anyone in your video is. However, it's good practice to think carefully about how identifiable you want the people in your video to be - particularly minors - beyond your legal obligations.

Pre-production: Permissions & Copyright

- Material copyright
- Contributor permissions

Copyright

We cannot give legal advice on copyright. However, please bear the following in mind:

- Copyright extends to more than a musical arrangement/composition, or a musical recording e.g. videos and photos also should not infringe on someone else's copyright claim to them
- As music teachers, the music in your videos (particularly the ones that will be shared on a public online platform) is likely to be your top consideration

Here are some **further resources** where you can research legal considerations on music copyright to make an informed decision on your particular situation:

- Musician's Union - A resource for musicians on copyright through sound recording
- ISM - Copyright considerations for musicians taking part of their music or work online in a variety of capacities.

Further Advice on Music Choices

Here are some more useful resources if after reading up on copyright you need to explore further options for music in your video:

- Creative commons – More information about using music under creative commons.
- Legal Music for Online Video – A resource Emily created several years ago to explain about options when using music for video creators.
- Open Music Archive – A great resource with information on various copyright perspectives to consider when thinking about music in your video.
- Wiltshire Music Connect - Here is a page which focuses on copyright from the perspective of young people creating their own music, which may be something you need to consider when using clips of your students.
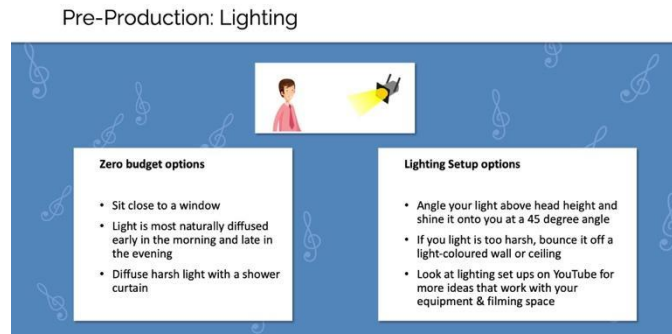
03 Pre-production

This tutorial covers the other aspects of preparing for the production stage.

Pre-Production: Equipment

A light source | Something to record video with | Something to record audio with

Equipment

You don't need to invest in gear, but for those of you who are interested, here are some suggestions from Emily and from other Wiltshire Music Connect Associates.

- [Neewer Softbox lighting](#) - As an *example*, this brand provides affordable lighting equipment for video.
- [Phone clamp](#) - This type of product allows you to adjust the height and angle of your phone and was recommended by another associate.

Pre-Production: Lighting

Zero budget options
- Sit close to a window
- Light is most naturally diffused early in the morning and late in the evening
- Diffuse harsh light with a shower curtain

Lighting Setup options
- Angle your light above head height and shine it onto you at a 45 degree angle
- If you light is too harsh, bounce it off a light-coloured wall or ceiling
- Look at lighting set ups on YouTube for more ideas that work with your equipment & filming space

Daylight Bulbs

Replacing regular bulbs with daylight bulbs in your house lamps can be a more affordable option to light your video in dark set-ups.

In this case, when we say "daylight bulbs" we're referring to any lightbulb with a cooler colour temperature than a standard bulb. The colour temperature of a light source is measured by Kelvins (K), and the lower the number, the warmer the colour that it emits.

- **Standard household bulb:** 2500-3500K
- **Natural sunlight:** 5000+K

So we would recommend starting with a bulb around 5000-6000K.

Lighting Set-ups

When it comes to setting up your lights, take the time to work out what positioning looks good. There are many different techniques for this (we cover one useful one-light set-up in the video).
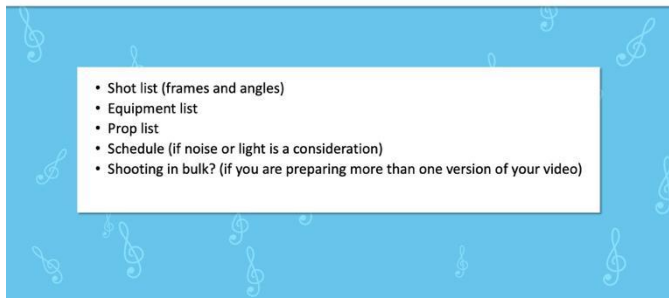
If you want to look at other options for lighting set-ups, we encourage you to search the hundreds of YouTube tutorials on the topic. Here is one to get you started:

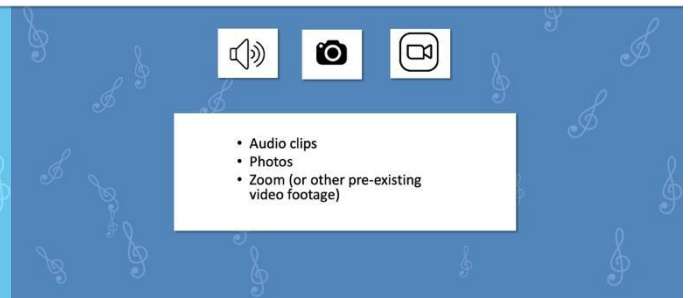- [3 Point Lighting System tutorial](#)

Preparing Other Materials

Remember to check in with your examination board to see whether you are legally allowed to reuse video or audio clips that have been submitted as part of remote exams.

Pre-production: Preparatory lists

- Shot list (frames and angles)
- Equipment list
- Prop list
- Schedule (if noise or light is a consideration)
- Shooting in bulk? (if you are preparing more than one version of your video)

Pre-production: prepare your materials

- Audio clips
- Photos
- Zoom (or other pre-existing video footage)

Pre-Production: Camera shyness

"Polarise your audience"

"Practice makes perfect"

Final Note

If you are a beginner and this all seems overwhelming, there's nothing wrong with making your video idea very simple. Look at the sample video created in the Editing Tutorial for some inspiration on a straight-forward video format.

04 Production I: Visuals

This tutorial takes you through the steps to capture your video from a visual perspective.

Example

The video clip at the end of this tutorial is an actual instructional video that was sent out to participants filming their contributions for the Wiltshire Music Connect Don't Drop Music campaign. You see Emily instructing participants on how to film themselves.

If you are interested in creating videos where there is virtual group playing, then rewatch this section after viewing the final "Bonus" tutorial video. It might help to answer some of your questions on how to instruct your pupils to organise their filming.
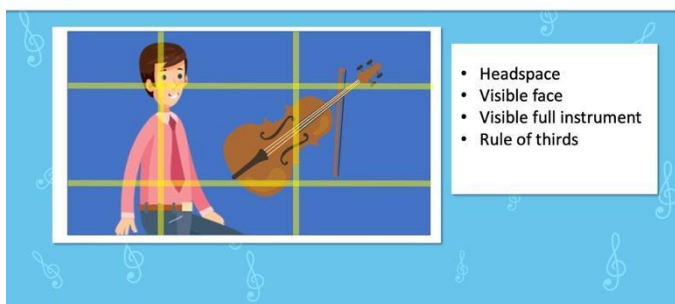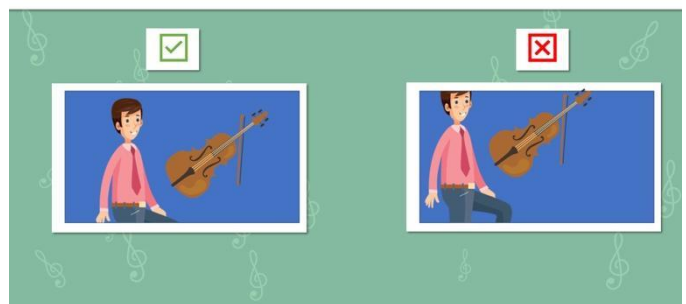
Production: Simple camera set-up
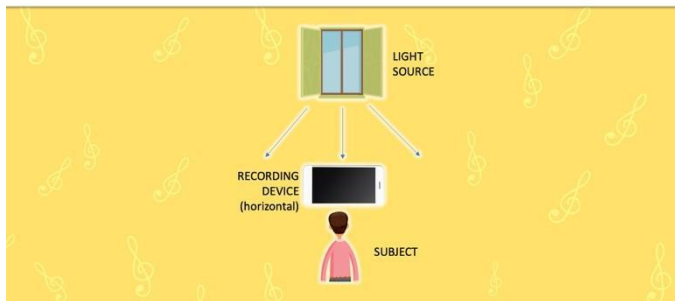
Production: Filming yourself (camera)
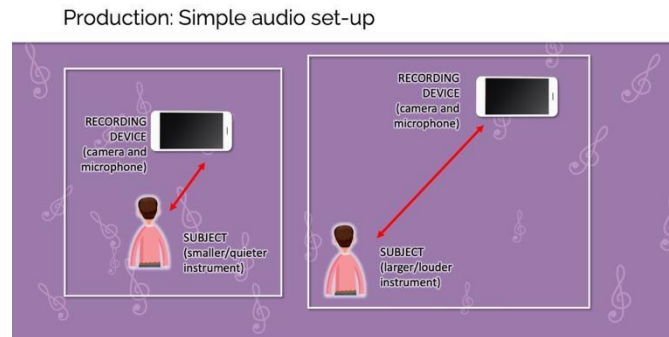

Production: Framing

- Headspace
- Visible face
- Visible full instrument
- Rule of thirds
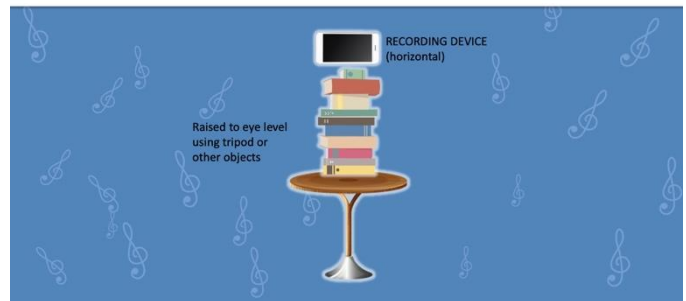
Production: Framing

05 Production I: Audio

This tutorial explains the decisions you'll need to make while capturing the audio of your video.

Production: Simple audio set-up

If you have more than one microphone, or your microphone is not connected to the same device that is capturing your videos' image, then remember to watch the "Bonus" tutorial. This will show you how to accurately synchronise your clips in post-production. You should also pick up some tips on how you can take steps now, during production, to make your life easier during post-production.

If you are interested in what audio equipment Emily uses for her videos, here are some similar models to the microphones used in her audio set-up for the tutorial videos:

- Lavalier microphone - similar model here (N.B. While Emily works with an external audio recorder, this microphone is designed for use in tandem with a smartphone)
- Shotgun microphone - similar model here

06 Editing Tutorial

This tutorial will teach you a range of basic editing techniques you'll need to make a video. Please remember to watch in full-screen in order to see the most detail possible.

You can pause, rewind, play parts back slowly: please treat this as a comprehensive resource you can watch at your own leisure. It covers the basics you'll need to create a video, but you can also use it as a starting point for further research if you want to learn more.

Software

This tutorial used DaVinci Resolve. Emily chose this software because it is free, works on a range of operating systems, and has a full range of capabilities without as steep of a learning curve as some other competitors.

The free version of the software is available at this link:
[Download Davinci Resolve here](#)

The free version is not a "cut down" version of the software, and is used by professionals in the industry. Please do not download the paid version at this link (Davinci Studio) - the extra features it offers are useful if you're a large production house, but the free version has more than enough features for the average filmmaker.

At the time of recording, you are also prompted as to whether you want to download DaVinci Resolve 16.2.8 or Davinci Resolve 17. The latter is a more recent update of the software. Emily is still using version 16 for the time being, but you are welcome to use the version you prefer. **Please consider things like operating system and memory requirements** when you decide which version to download. There is a link to the company's assistance forum on the next page of this booklet if you need further assistance.

Other Software Options

Feel free to explore your other options in terms of software. Most (if not all) of the techniques covered in this tutorial will have an equivalent on another software. Plus, there are thousands of tutorials available online for a range of editing software.
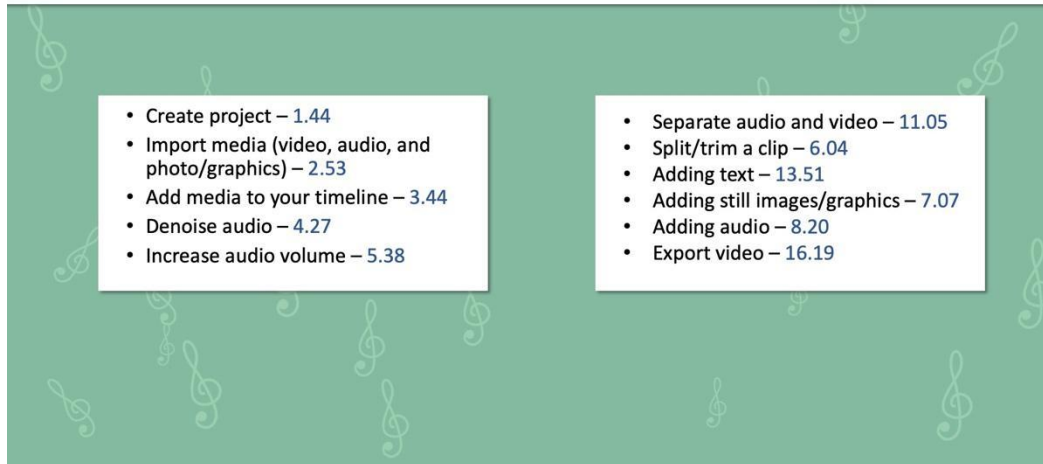
Here is a clip from a resource that Emily created in 2019 outlining some options, including their prices and functions at the time:

- **Da Vinci Resolve** – free. Any system. Professional grade editing, colour correction, motion graphics.
- **iMovie** - free. OK range of functions. Mac only. Also available on i-phone.
- Windows Movie Maker – free. Limited range of functions.
- **Premiere Pro -** $20/month. Any OS. Professional grade editing. Compatible with rest of Adobe Suite.
- **Final cut Pro X** - £300, one-time. Mac only. Professional grade editing.
- Loom (basic plan) – free. Website. Screen capture & editing tool.
- Filmora - $60, one time fee.
- Camtasia - €260, one time fee. Windows or Mac.

Techniques

Here is a list of the techniques that will be covered in the tutorial, with the time-code of where they appear:

Post-Production: Transferable techniques

- Create project – 1.44
- Import media (video, audio, and photo/graphics) – 2.53
- Add media to your timeline – 3.44
- Denoise audio – 4.27
- Increase audio volume – 5.38

- Separate audio and video – 11.05
- Split/trim a clip – 6.04
- Adding text – 13.51
- Adding still images/graphics – 7.07
- Adding audio – 8.20
- Export video – 16.19

Further resources

- [10 Keyboard Shortcuts to Speed Up Your DaVinci Resolve 14 Workflow](#) - This is for an older version of Davinci Resolve, but this and other resources out there may help you to speed up your editing by using keyboard shortcuts.
- [Davinci Resolve editing tutorial](#) – another video tutorial Emily prepared on editing with Davinci Resolve (written and video version).
- [MotionTribe Blog](#) – This company's blog has lots of free blog post tutorials on a range of video editing software, and even other stages in the production process.
- [Black Magic Forum](#) - If you need to troubleshoot any IT issues with Davinci Resolve, take it to the Blackmagic forum (this is the company that owns the software).
- [YouTube](#) - The platform has a whole niche of filmmakers and editors teaching their techniques. Search for the technique and software you are using, and take it from there.

Editing Your Graphics Cards

In your pack you have several options of graphics cards that you can use at the start and end of your video. We recommend you use the blank spaces to fill in your details, but ultimately this is up to you.

To add text onto your graphics card, import it into your project and put it on your timeline, then add a text layer over the top and reposition it so that it sits on top of the white boxes.

07 Distribution & File Sharing

This tutorial will cover sharing files when you are transferring materials during production, and publishing your final video.

Sending files to your computer from your phone

- Bluetooth transfer
- Plug your phone into your computer
- Google Drive app

Share files with others

- WeTransfer – A free way (up to 2GB on the free version) of transferring files between people. This is the software that Wiltshire Music Connect will use to transfer data: Associates will have access to the Pro version when sending files with no data limit. Remember that others sending files to you will not have this access.
- Google Drive – Google Drive is a free way (for up to 15GB) of storing files. You can share links to your uploaded files to others so they can download them, too.

Sharing your video with Wiltshire Music Connect

Remember to look at the [further information on how to submit your final video](#) to Wiltshire Music Connect.

Distribution

If you are in charge of distributing your video file, and Wiltshire Music Connect is not hosting your video or helping you with this step, here is a list of platforms you can use to house your video file. Keep in mind who you want to be able to see it, and how public it will be to strangers. This might or might not pose an issue, depending on the nature of your project.

- YouTube
  - Listed: Your video will be visible to the public, and discoverable via the YouTube search engine
  - Unlisted: Your video will be visible just to people with the link. Consider that people you send the link to could send it to someone else on purpose or by accident: this option is not the same as a password-protected option.
- Vimeo
  - Ability to upload some small video files on a free account
  - More difficult for strangers to fall across your video on the search function compared to YouTube
  - Paid accounts provide password-protected option
- Other social media channels
  - e.g. Facebook, Instagram, Twitter, LinkedIn.
  - Remember to keep in mind how many people will be able to see your video, even if you are uploading it only a closed group
- Google Drive
  - You can set permissions to who you want to be able to see your video

08 Bonus

This tutorial covers some more advanced techniques for production and post-production that you might find useful for your video project, including:

- Keyframing (0m53s and 3m45s)
- Audio track synchronisation (5m03s)
- Virtual group playing (7m01s)

Thanks for following the tutorials, and good luck with your video!

Workshop Host

My name's Emily. As a professional filmmaker my work ranges from producing and filming programs for television, to creating campaign films for non-profits with my video production business. I've run trainings for a range of audiences from aspiring young filmmakers, to entrepreneurs.

I directed the Don't Drop Music campaign video for Wiltshire Music Connect last year, helping associates to film their video. I'm an old member of the Wiltshire music community myself, as I grew up in Salisbury singing and playing the flute and saxophone.

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