

A PRODUCTION/ PRESENTATION CHECKLIST

**The outline and requirements
of the project**

**Concept clearly reflected
in all media elements**

Project deadlines

Brainstorming for ideas

Resources and equipment available

**Schedule time with the teacher
to use equipment**

Other ideas on how to be successful

Assessment tool

**The project broken down into
purpose, materials, procedures,
expected results**

**Another overview of the concept
and selected media elements**

**Appropriate internet sites, links,
descriptions**

**Scripts written for
acting scenes;
roles assigned**

**Rehearsal time and
place scheduled for
acting scenes**



**Scanned illustrations or
computer-assisted graphics**

**Photographs, graphics
or animation**

Charts and graphs

Works cited accurately

Homework schedule as needed

**Further communication
with person(s) who brought project**

Regular production team meetings

Presentation template prepared

**Project reviewed for errors
in spelling, sentence structure,
omissions**

**Team assessment
to include these considerations -
production planning, creativity,
technical, presentation
and production team work habits**



GUIDELINES FOR CREATING AND PRODUCING MULTIMEDIA PROJECTS

or...

**“Let’s not use
multimedia
produced by others.
Let’s create it
ourselves!”**



*Prepared with thoughts of
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What goes into a Multimedia Project?

A multimedia project brings together media objects which are intended to represent and convey information in an inviting way.



Media objects

- 1. IMAGES**
(including graphs, photographs, maps, pictures, drawings)
- 2. TEXT**
(everything from image captions to paragraphs of information)
- 3. SOUND**
(including voice, music, sound effects—used alone or to enhance another media element)
- 4. MOTION**
(including actors, animation, video and moving transitions between scenes of media)
- 5. INTERACTIVITY**
(including buttons, hyperlinks)

Some information acquired from
“Increasing Student Learning through Multimedia Projects”
by Simkins, Cole, Travalin, Means

Questions to consider when planning YOUR Multimedia Project

- 1. What is the goal/purpose of this project?**
(**PROJECT CONCEPT**)
- 2. Who was this project created for?**
(**TARGET AUDIENCE**)
- 3. What do we want our audience to understand?**
(**ESSENTIAL UNDERSTANDINGS**)
- 4. What multimedia product will we create?**
(**FORMATS**)
- 5. What equipment and applications do we have available?**
(**RESOURCES**)
- 6. What locations and permissions do we need to secure?**
(**VENUES, PERMISSIONS, IDs**)



- 7. How much time will we spend on this project?**
(**PRODUCTION PLAN, TIMELINE, DELIVERY DATE**)

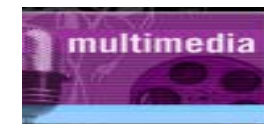


- 8. How will all of us collaborate/be involved the decision-making?**
(**PRODUCTION TEAM MEMBERS, ROLES and DUTIES, ORGANIZATION**)

- 9. Can we describe our project in 40 words or less?**
(**TREATMENT**)

- 10. Have we made real-world connections in our project?**
(**DIGITAL AGE LITERACY, IMPACT**)

- 11. How will we measure success?**
(**ASSESSMENT TOOLS**)



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