

Skills Ontario Supervisor's Checklist for 7/8 TV Video Production 2021

PRIOR TO COMPETITION START

1. Provide student with file naming convention found in scope.
2. Ensure competitor's system (editing AND filming) has been set up and is in working condition.
3. Check internet connection – this is ESSENTIAL for submitting the completed video. A wireless connection OR ethernet connection must be available. Ethernet is preferable if there is this option.
4. Ensure competitors have access to Skills Ontario OneDrive folder to access the submission folder.
5. Review submission checklist (*see attached*).
6. Review specific rules for Video Production competition
7. Review Skills Canada for COVID 19 safety protocols
8. Review information for crediting music

DURING COMPETITION

1. If no meeting for orientation, then introduce Project – specific VIDEO type, specific THEME or CONTENT of video AND required LENGTH of video. Guide competitors to the electronic copies of the project description, the production brief, the music folder and other documents provided to the team.
2. Be on hand to clarify interpretation of project description BUT NOT to answer technical questions or help in the delivery of the completion of the project.
3. Ensure adults who appear in the film have provided their consent. Ensure that you have written consent from parents for their child(ren) to be video-taped before including them in the film.
4. Ensure ALL editing is completed at school, under your supervision.
5. Ensure safety protocols are being adhered to.
6. Keep competitors updated on timeline (reminders on how much time is remaining in the competition).
7. Remind competitors to use the submission checklist to ensure they have completed ALL the required factors PRIOR to final submission of their completed video.

COMPETITION COMPLETION

Access the completed video from the competitors' computer desktop. Transfer to external hard drive.

1. Ensure production brief and video submissions are named using the appropriate naming convention
2. Ensure video transfer is completed successfully by playing video in its entirety.
3. Transfer video to computer with internet connection.
4. Upload completed video to appropriate OneDrive folder.
5. Save the COMPLETED Production Brief using the naming convention: COMPETITOR#PB. Open the document and read through it to ensure that the student's work is there.
6. Upload the confirm the COMPLETED Production Brief is on the OneDrive submission folder.
7. Upload and confirm the COMPLETED 'Hand in' checklist is on the OneDrive submission folder using file naming convention.