

## **VIDEO STORY TEMPLATE – South Florida News Service – Fill out COMPLETELY**

Current Date/Deadline:

Summary:

Estimated Length (No more than five minutes):

Established Sources/Contact Information:

Expected Sources/Contact Information:

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### **SHOT LIST / PLAN OF PIECE**

**Intro:** *Voiceover? Standup? How will viewers quickly understand the piece?*

**Establishing shot:** *What is the first thing viewers will see? Needs to instantly put the viewer in the context of the theme and point of the piece.*

**Second shot:** *Is this a wide/tight/medium shot? Who is in it? Why are they in the piece? What is the transition from the last shot?*

**Third shot:** *Is this a wide/tight/medium shot? Who is in it? Why are they in the piece? What is the transition from the last shot? If b-roll is being used, what is the purpose?*

**Fourth shot:** *Is this a wide/tight/medium shot? Who is in it? Why are they in the piece? What is the transition from the last shot? If b-roll is being used, what is the purpose?*

**Add'l shots:** *Is this a wide/tight/medium shot? Who is in it? Why are they in the piece? What is the transition from the last shot? If b-roll is being used, what is the purpose?*

**Concluding shot:** *End the piece with a short summary, but not repeating, what was said by your sources or in the introduction. Can be a standup or a voiceover with b-roll.*

**Sign off:** *The final words need to follow this formula exactly. Only use one voice even if several people contributed.*

**One reporter:** This is [Name], reporting for the South Florida News Service.

**Multiple reporters:** This is [Name for Name and Name], reporting for the South Florida News Service.