Universe Mash-up Project Overview and Planning
You will be creating a media mash-up project about how we understand our Universe using NASA’s Cosmic Times for inspiration. You’ll be using existing video clips, audio clips, and images from the Universe Mash-up media archive to explore an aspect of the Cosmic Times materials.

This worksheet gives an overview of the video production process and includes a checklist for your project to help you keep on track. Your teacher will give you additional resources as you work your way through the production process.

Video production process
There are three main phases to making a video: pre-production, production and post-production.

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Phase 1: Pre-Production
Pre-production is the planning phase of the project. These steps happen before the camera is turned on or the video-editing software is fired up. The steps should be followed in order.

Choose a topic
Research the topic
Write a treatment script – outline the main points and flow
Sketch out a storyboard – a visual flow of the scenes
Write the final script

Phase 2: Production
Production is the process of creating all pieces of the final video. These steps can happen in any order.

Produce video footage
Create graphics such as images, photos, or slides
Record voice-overs as required by the final script
Choose music for the background as appropriate
Phase 3: Post-Production

In post-production, the final video comes together.

- **Edit** video clips and footage and place the clips in order
- Add **audio** tracks to the video
- Insert **transitions, titles and music** to the final video
- **Encode** video and output in a format that others can view
- **Share** your video with your class, friends, family, and the world!

Project checklist and due dates

<table>
<thead>
<tr>
<th>Due date</th>
<th>Done?</th>
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<tbody>
<tr>
<td></td>
<td>Pick topic and develop essential question</td>
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<td>Research (take notes, record citations, find media)</td>
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<td>Write treatment script</td>
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<td>Make storyboard</td>
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<td>Write final script</td>
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<td>Download media to use</td>
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<td>Produce additional footage and graphics, if needed</td>
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<td>Record narration</td>
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<td>Create title, credits graphics</td>
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<td>Insert all pieces into presentation software and edit</td>
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<td>Score project using rubric and score sheet</td>
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<td>Turn in to instructor</td>
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Guidelines for video

- Your final video should be 3-5 minutes long and should be accurate and engaging, using the part of the Cosmic Times story that most interests you.
- You will be graded using the Universe Mash-up Project Grading Rubric.
- Make sure the images, videos, and audio you select help tell your story, and make sure to give proper credit for all of the media you use.
- Use only copyright-free materials; if you want to use media that has a copyright, you will need to get permission to use it from the person who holds the copyright.
- Stay with visuals as long as it is interesting – too short a time will make your video seem choppy, while too long will make it drag.
- Make sure your story flows with transitions between different visuals and narration connecting different ideas.
- Speak with a strong, clear voice when narrating.