

EUROTEQ MEDIA PRODUCTION PROCESS

DTU MEDIA LAB FACILITIES

1. PRE-PRODUCTION

2. RECORDING

3. POST-PRODUCTION

Pre-meeting
LL + ML
1 hr**

To do

Watch best-practice videos

- Define learning objective of video
- Which media format (video, podcast, VR) should I choose
- Calendar booking
- Info about deadlines

*Deliverable before
** Time estimated pr. meeting

Production meeting
ML + (LL)
1,5 hr**

To do

Create storyboards

- What should I be aware of when creating educational media (video, podcast, VR)
- Introduction to Storyboard

LL = DTU Learning Lab
ML = DTU Media Lab

Storyboard Meeting*
1 hr**

To do

Create script or speaking notes

- Feedback to storyboard(s)
- *Teacher submits draft storyboard before meeting**

Recording*

- Studio / on-location
- *Script or speaking notes created and sent 14 days before recording**

Editing

- Iterative process
- First draft with visuals

Publishing

- Adding captions and uploading to platform