

# EUROTEQ MEDIA PRODUCTION PROCESS

## WALK-IN STUDIO

### 1. PRE-PRODUCTION

#### Pre-meeting

Lecturer + LL + ML  
1 hr\*\*

- Define learning objective of video
- Booking of Walk-in studio
- Editing help - yes/no?
- ML sends documents for preparation

#### To do

Watch best-practice videos

#### Walk-in studio

Lecturer + ML  
0,75 hr\*\*

- Introduction to the walk-in studio if needed

#### To do

Create slides and prepare presentation

### 2. RECORDING

#### Self-service Recording\*

- In the Walk-in studio on Lyngby Campus
- *If Media lab helps with editing lecturer takes notes when making errors*

### 3. POST-PRODUCTION

#### Editing (Optional)

- In and outro
- Option for ML to cut-out errors

#### Publishing

- Lecturer creates captions
- Lecturer uploads to Panopto

\*Deliverable before  
\*\* Time estimated pr. meeting

LL = DTU Learning Lab  
ML = DTU Media Lab