

# Pre-Production Planning Document (MINI DOC)

## GENERAL INFO

1. **Your Name:** Elora Roberts
2. **PROJECT:** Mini Documentary/Biography/News Package

## CREATIVE BRIEF

1. What must it be?  
A documentary/biography.
2. Who is it for?  
Myself and my family.
3. How long must it be?  
1 – 5 minutes
4. What is your objective with the piece?  
To honor my grandmother who recently passed away.
5. When is it due?  
December 14<sup>th</sup>
6. What is the overall idea?  
To showcase what my grandmother meant to me.
7. What is the storyline summary?  
I will show things that remind me of her and have specific meanings. I will also talk about her in great detail.
8. Elevator pitch:  
My grandmother passed away this summer. She was always more of a second mother to me, so I have been having a really hard time adjusting to the fact she is not here anymore. This will display what she meant to me.
9. Tagline:  
“My Mimi”
10. Look and feel description (including “pacing”):  
It will be very slow paced to keep the sentimental feeling.

# QUESTIONS / NOTES

## SUBJECT:

1. Why did you choose this story?  
My grandmother passed away in July.
2. Story ideas:  
I inherited multiple things from her that each hold special places in my heart. I will go into detail about those as well as what she meant to me.

## NARRATION/HOST:

3. Who will lead us through the piece?  
Me, her granddaughter.
4. Narration ideas:  
I will narrate through what I am showing.

## INTERVIEWS:

1. Who will you interview?  
My father, her son.
2. Why is this person important to the piece?  
He lost his mother, just as I lost my grandmother.
3. What questions will you ask?  
I will ask mostly for him just to tell me about her (what he remembers, favorite moments, etc.)
4. What followup questions might be important?  
Depending on what he says, I might ask him to go into more detail for some questions.

## B-Roll:

1. What b-roll visuals will be important to convey the story? Keep in mind you should show what the interviewees are talking about.  
Short montages, showcasing different things or places, with either my narration or my father's answers.
2. Any still images or charts or graphics?  
I might include some pictures that I have of me and her.
3. Is the nat sound of the environment important? If so, be sure to record it properly.  
No.
4. B-roll ideas:  
The holiday decorations, painting, blue glass, etc.

## MUSIC:

1. What is overall “mood” and “feel” of the piece?  
It is a very bittersweet mood. We miss her tremendously but still cherish the moments we had with her.
2. Music track ideas:  
She loved The Beatles, so that will probably play in the background.

**PERMISSIONS:**

1. Am I allowed to film here? Do I need permission and/or a permit?  
Yes. No.
2. Will any people be in my shots? Do I need permission and/or release forms?  
Just my dad and me. No.

**GENERAL:**

1. What gear do I need to pack and bring with me for the shoot? Film gear, sunscreen, water, etc.  
My camera and tripod.
2. How will I transport everything and keep it safe?  
Most of the shots will be in my home.
3. Are there any potential hazards or complications at this location?  
No.

**SCRIPT**

**Name:** Elora Roberts

**Title:** My Mimi

<b><u>VIDEO</u></b>	<b><u>AUDIO</u></b>
Show a few pictures of me and her through the years	(Fade in Beatles song)
	VOICE OVER: This is my Mimi.
Cut to items montage.	When she passed away in July, I was given things that reminded me of her and that I treasured.
Cut to interview.	This is my dad, her son. He's going to tell us more about her.
	Interview Audio