**Multimedia Preproduction Workshop**

**Production Schedule**

Day 1 - Pre-Production / Production Day

12:00 – Production Plan Due

1:30 – Written Speech Due

2:30 – Powerpoint Due

3:15 – 3:45 – PPT Recording – Presentation 1 & 2

3:45 – 4:15 – PPT Recording – Presentation 3 & 4

Day 2 - Production Day

2:45 - 3:15 – Presentation 1 Live Recording Session

3:15 – 3:45 – Presentation 2 Live Recording Session

3:45 – 4:15 – Presentation 3 Live Recording Session

4:15 – 4:45 – Presentation 4 Live Recording Session

Day 3 – Post-Production

4:45 - All Edits Due

**Human Resources**

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| A - | B - | C - | D - |

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| **Presentation 1**  Presenter: A  Camera: B  Audio: C  Editor: D | **Presentation 2**  Presenter: D  Camera: A  Audio: B  Editor: C |
| **Presentation 3**  Presenter: C  Camera: D  Audio: A  Editor: B | **Presentation 3**  Presenter: B  Camera: C  Audio: D  Editor: A |

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| **Hardware**  Presentation Laptop  Recording Laptop  Camera  Wireless Mic 1  Wireless Mic 2 | **Software**  Adobe Premiere CS 6  Microsoft Powerpoint  Epiphan VGA Capture Utility |