

SAMPLE SCRIPT TEMPLATE

The script organises the structure of the video and lays out, scene-by-scene, everything you will see and hear in the final video.

A documentary script template contains two columns:

- one for the visual elements of the story
- and, one for the audio

The **VISUALS** column will contain footage that is:

- Interview: This refers to when we see and hear the interview at the same time. In the example (below) it will be Sean the cafe owner talking.
- Actuality/B-roll: All of the action/scenic/objects that you have filmed on the day. It will sometimes be seen running over Sean's interview.
- Archive: Any footage/clips not filmed on location but included afterwards in the edit, e.g. old archive footage or photos.

The **AUDIO** column will contain sound that is:

- Ambient sound: This is sound recorded in the scene - in this case in the room, on the location, and will refer to the interview as well as any atmospheric sound (busy cafe, coastal sounds) that is recorded to represent the location.
- Archival sound: Anything that has not been naturally recorded on the shoot and is added in (artificially) later e.g. music or sound effects.

SAMPLE SCRIPT:

- In a script, each row represents a 'scene'.
- Each scene should have one point or message – e.g. the intro, or a key message about what is sold by the company.
- As far as possible for every piece of information captured in the audio column, there should be a matching visual. Sometimes you will easily be able to visualise the ideas or information, but other times you will need to stretch yourself creatively to come up with something. Going through this process in the script will really help you to make sure you capture all of the footage you need, and ensure you're organised and prepared when it comes to editing the video.

Sample script (below) for a short film about the opening of a new cafe called ‘The Loop’, in a small coastal town. Running time approx. 2 mins.

VISUAL	AUDIO
<p>Film opening</p> <p><u>B-roll:</u> Wide shots of the town, the beach, the cafe window (GV's).</p>	<p>Upbeat music</p>
<p><u>Actuality/B-roll:</u> Shots of inside the cafe: coffee being made, customers being served</p>	<p>Upbeat music mixed with atmospheric sound of cafe, staff/customers talking</p>
<p><u>Interview:</u> Cafe owner Sean standing at the counter</p>	<p>Sean's interview: <i>'My name is Sean O'Neill and I've recently opened this cafe here in Irishtown.'</i></p>
<p><u>Actuality/B-roll:</u> Shots of food being prepared, sandwiches being made.</p> <p>Shots of food being packaged up in the logo'd packaging.</p>	<p><u>Ambient:</u> Sean's interview: <i>'Here at The Loop we pride ourselves on using only locally grown produce and are committed to being as environmentally friendly as possible. All of our packaging is recyclable and biodegradable where possible.'</i></p>
<p><u>Actuality/B-roll:</u> Shots of Sean talking with customers, his parents, his family.</p> <p><u>Archive:</u> Photos of Sean in various other places he has worked. Shots of Sean opening the shop - opening the shutters, taking out chairs.</p>	<p><u>Ambient:</u> Sean's interview: <i>'I grew up here in Irishtown and it was always my dream to open my own cafe after working in hospitality all around the world before returning home to settle down and start a business here.'</i></p>

VISUAL	AUDIO
<u>Observational:</u> Cafe owner Sean standing at the counter	<u>Ambient:</u> Sean's interview: <i>'I'm so excited to be home and to welcome you all to The Loop.'</i>
<u>Actuality/B-roll:</u> Shots of Sean standing outside the cafe laughing and talking with passers-by.	<u>Archival:</u> Upbeat music

