

## Checklists for Scripts, Director's Notebooks and Documentary Film

### Script Criteria

- Contains a clearly stated (and labeled) claim at the beginning.
- All text is 12 point font, Times New Roman, Double Spaced.
- Contains Table of Contents at beginning (under claim) which is also labeled.
- Heading (upper left hand corner) contains group member names, Topic, Script.
- Must be clearly divided and organized by subtopic. Each subtopic is clearly labeled.
- All subtopics support the claim.
- Content of script supports the claim using specific details and does not include irrelevant information.
- Contains an introduction and conclusion (clearly labeled).
- Written content is original (not plagiarized)
- Historical terms are used accurately and defined clearly (when necessary)

### Director's Notebook Criteria

- Heading** (upper left hand corner) contains your names, Topic, Director's Notebook
- Includes a **variety of types of images** (maps, drawings, posters, photos, etc...)
- Includes the **source** for each image (**should be labeled "Source"**)
- Explains the **purpose** each picture has in the documentary (what you want the viewer to understand) (**should be labeled "Purpose"**)
- Includes the spoken text that goes along with each picture (should be the **exact** text as the spoken text in your script) (**should be labeled "Spoken Text"**)
- Includes "Director's Notes" (the effects are you using on the images) (**should be labeled "Director's Notes"**)
- Includes written text that will appear on screen (*if any*) (**should be labeled "Written Text"**)
- There is a clear connection between the spoken text and the image that strengthens the film's claim

### Documentary Criteria

#### **Organization**

- Claim is presented clearly in the documentary.
- Information is presented logically.
- All content supports ideas presented in claim.
- Image and narration are aligned and help to support the claim.
- Titles and subtitles are clearly labeled for each section and help express ideas clearly.
- There are clear divisions and transitions between sections/chapters, which may be communicated through narration and/or the use of visual tools.
- There is a clear focus for each section/chapter, which may be communicated through narration and/or the use of visual tools.

#### **Craft**

- A variety of types of images (maps, drawings, posters, etc.) are used.
- Purposeful camera movement is used to communicate an idea.
- A serious tone is maintained.
- Narration is clearly enunciated and all words are pronounced correctly.
- Narration flows smoothly, is read at a reasonable pace, and has appropriate emphasis.