

Lights, Camera, Literacy!  
Part Two  
Film Festival Planning Sheet

THE FILM

- \_\_\_1) All footage shot
- \_\_\_2) Film segments in final sequence
- \_\_\_3) Transition selections included
- \_\_\_4) Visual effect selections included
- \_\_\_5) Music added
- \_\_\_6) Sound effect selections added
- \_\_\_7) Sound levels adjusted
- \_\_\_8) Title added
- \_\_\_9) Credits added (writers, directors, editors, cast, composers)
- \_\_\_10) DVD designed.
- \_\_\_11) DVD's burned and labeled for each group member.
- \_\_\_12) Two DVD's burned and labeled to give your teacher  
(one for the festival viewing/one for the LCL! office)

MARKETING

- \_\_\_1) Invitations
- \_\_\_2) Logline
- \_\_\_3) Poster

PRESENTATION

- \_\_\_1) Introduction to the film's viewing
- \_\_\_2) Q & A after the film's viewing

THE FESTIVAL

- \_\_\_1) Decorations (including film poster displays)
- \_\_\_2) Logistics
- \_\_\_3) Welcoming guests
- \_\_\_4) Introductions
- \_\_\_5) Program (includes film titles in order, loglines, and filmmakers)