**My Family and My Roots 2018: Organizing the Script and Planning the Film**

This chart is designed to help you coordinate your script with images (e.g., photos, documents, video clips, maps, etc.), and audio features (music, sound effects, narration), which you will insert in your film. The text of your script guides the film in terms of the content, your narration, and the overall look of the film.

Here's how to use this chart.

Once you have written your script to the film, copy the text into the left-hand column of this chart.

In the right-hand column, indicate the pictures, images, maps, music, pauses in narration, etc. that match the words to the script, that is, your narration. (The chart can be expanded as needed. Go to the last cell of the chart /table and press the Tab key to expand the chart.)

Note: Since the script and the narration will essentially be the same, you have to make certain that they are synchronized in the film along with all the images, music, etc. you use. The digital film making program that you will be using also will allow you to synchronize these elements of the film.

In a nutshell, the text of the script also guides your film and determines the following:

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| * When pictures appear on screen | * How long they remain on screen |
| * What you do with them – fade in, fade out, zoom in, zoom out, move | * When they change, when other pictures (and maps) appear |
| * Subtitles that are synchronized to the narration | * When there are pauses in the narration |
| * When we hear music, type of music – fade in, fade out, etc. |  |

| **SCRIPT TEXT** | **IMAGES** Which image(s) will I use here, that is, at this point in the narration?  Which map will I use here?  "Stage Directions", e.g., fade in, fade out, zoom in, zoom out, move  **MUSIC** Which music will I use here?  "Stage Directions", e.g., duration, fade in, fade out, louder, softer |
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