# Plan and manuscript(s) for a video or video series

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This video or video series planning tool and the manuscript templates it contains will help you plan and outline your video or video series. Download it and get started!

## Video or video series plan

Unit or project responsible for the video or video series:

Authors:

|  |  |
| --- | --- |
| Name of video or video series |  |
| Target audience for the video or series  |  |
| Aim of the video or series |  |
| Amount of videos | Continuous / Number planned in advance, leave empty if you are making a single video |
| Publication channel (based on your target audience and aim) | Metrospective Pop OR Metrospective Pro |

##

## Scripts for the video or video series episodes

Copy as many manuscript tables as you have videos coming. If you are making a single video, this one is sufficient.

### Episode X: Name of Episode (e.g. Section 1: Popularising science)

**Scriptwriters of the video:**

**Featured persons in the video (max 1, when recorded in Metropolia's digital studio):**

**Recording and editing:**

**Content plan/manuscript**

|  |  |  |
| --- | --- | --- |
| **Scene** | **Speech/sounds** | **What you see in the video** |
| Beginning | [The topic of the video in a nutshell and the expert's own introduction or other introduction that captures the viewer's interest]  | Examples* Speaker or two speakers and their name, title and organisation
* Speaker and title slide
 |
| 1  |   |   |
| 2  |   |   |
| 3  |   |   |
| Ending | For example, summary and call-to-action  | Examples* Three keywords on slide
* Speaker only
 |
| References | Background music | List of references |
| Credits | Background music | Credits (scriptwriters, filming, editing as well as authors of any images, video material and other sounds used in your video) |