

Intro to Video Production

Digital Integration Teaching Initiative (DITI)

Dipa Desai & Shannon Peifer

ANTH 4100 - Making Anthropology Public

Spring 2026, Professor Carie Hersh

Intro Discussion

- ❑ Have you taken a video before? What did you consider when shooting the video?
- ❑ What video effects have you seen recently? How did they impact your perception of the content?

Workshop agenda

- ☐ Example
- ☐ Ideas/questions
- ☐ Vocab
- ☐ Interview Recording
- ☐ Video Production
- ☐ Preview of Editing Software

Slides and handouts are available at: bit.ly/sp26-hersh-anth4100-multi

Example Video



What did you notice about the production of this video? What do you think the steps were to make this video?

[What Do Social Scientists Research?](#) University of Oxford. *YouTube.*

Important questions

- ❑ What are you trying to communicate to your audience?
- ❑ What argument are you making?
- ❑ What media (videos, images, audio) do you need to communicate your message and support your argument?

Video Production Steps

Steps for Video Production

- 1) Draft a Script
- 2) Plan your Shots
- 3) Select the Location(s)
- 4) Develop the Schedule
- 5) Shoot
- 6) Edit Video

[Source: How To Make A Video](#)

Script

- ❑ What do you want to communicate?
- ❑ Draft your speaking points (refer to your assignment guidelines)
 - Basic explanation of the topic you're highlighting
 - Important facts from library research
 - Description of fieldsite and fieldwork experiences
 - Your main insights

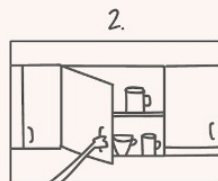
Storyboard or outline

- ❑ Once you know what you want to say, plan how you will say it “with video.”
- ❑ **Storyboard:** timeline of scene sketches
- ❑ **Outline:** bulleted list of the scene descriptions

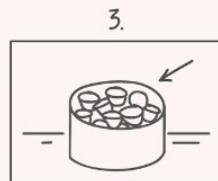
TITLE: How To Use The Coffee Machine



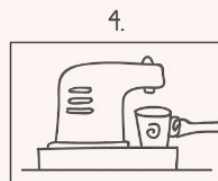
SCENE: Intro question
ACTION: Wideshot of 2 employees in office kitchen. One asks the other if they would like a coffee.
VOICEOVER: Employee 1: Would you like a coffee? Employee 2: Yes, Please!



SCENE: Get mug
ACTION: Cut to close up shot of cupboard with mugs. Hand reaches to where the mugs are.
VOICEOVER: Employee 1: First, I'll get a mug located in the top left cupboard. It's labeled mugs.



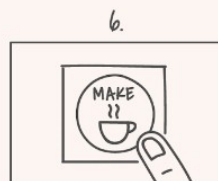
SCENE: Get coffee
ACTION: Cut to close up of coffee. Hand shows where coffee is located and selects one.
VOICEOVER: Employee 1: You'll find the coffee pods to the left in the glass container.



SCENE: Place mug
ACTION: Close up of hand placing mug on the coffee machine.
VOICEOVER: Employee 1: Place your mug on the platform located at the front of the coffee machine.



SCENE: Coffee in machine
ACTION: Close up of hand placing coffee into the top slot of the machine.
VOICEOVER: Employee 1: Place your coffee pod into the slot located at the top of the coffee machine.



SCENE: Press on button
ACTION: Close up of hand pressing the button on front of machine.
VOICEOVER: Employee 1: Press the button with the mug icon to start the machine.

What kinds of footage do you want?

❑ **A-roll:** main storyline footage

- A “host” reciting a script
- Interview participants engaged in discussion

❑ **B-roll:** “background” footage you can cut to any time

- Close-ups of an object a subject is interacting with or discussing
- Video of an activity or location a subject is discussing

[Source: How To Make A Video](#)

[Source: The Most Common Video Editing Terms You Should Know](#)

[Source: Using A-roll Footage To Drive A Narrative](#)

Make a shot list

- ❑ A **storyboard** or **outline** is a list of the shots and other information as it will appear in your video.
- ❑ A **shot list** is a planning document—it's your to-do list of each individual thing you will need to film.
 - For each shot, you'll need to plan a location and time to film it.

Filming on Location

- ❑ Make sure you get the appropriate permissions
 - Avoid filming people without consent
 - Time constraints
- ❑ Consider background noise
- ❑ Lighting
- ❑ You can also use [Northeastern University's production studios](#)

Scheduling Video Production

❓ Date and time for shoots

- Location limitations
- Room reservations

❓ Equipment rental (1 day)

❓ Buffer/makeup days

- Weather
- Transportation

❓ Time for editing

Northeastern
Information Technology Services



Explore Services

Find Answers

Report an Issue

Classrooms

Contact ITS

Log in

Tech Service Catalog

Find solutions in the service catalog.

Home > Service Catalog > Hardware Borrow/Return > Locker Services

Northeastern Login

Sign in to submit a new request and view all content.

Sign in with your account

Categories

- Access and Security
- Administration and Business
- Communication, Collaboration, a...
- Computing and Software
- Hardware Borrow/Return

Technology

Locker Services

Contactless pickup or return of short-term equipment loans and repairs using smart lockers.

Certain hardware items, including laptops and cameras, are available to borrow in a safe and hygienic way for short-term use. Smart lockers enable contactless pickup and return of loaned items and also facilitate computer and warranty repair services and return of smaller hardware items borrowed from ITS vending machines. Computer and warranty repair services will resume in the near future.

Borrowing Items

Under the "Request Services" module, select an item that is available to borrow from the smart lockers in Snell Library. For charging cables and other smaller hardware items, visit the vending machines at the Blue and Green locations in Snell.

To request a loan, select an item from the list at right, and log in with your Northeastern

Request Services

- 13-inch MacBook Pro
- Infocus projector
- Microsoft Surface Laptop 3
- Ricoh Theta
- Sony 360
- Sony HandyCam



Chat

Shooting Video

[?] Equipment

- Phone camera or rented equipment
- Tripod
- Fully charged technology

[?] Where to place camera

- **The rule of thirds:** placing focal points at thirds in the image

[?] Review videos and images

Preview: Editing videos

- ❑ Integrate images and videos
 - Reference your storyboard outline
- ❑ Edit for sound quality, remove background noise, and adjust voice-over audio
- ❑ Consider adding appropriate background music
- ❑ Add titles and/or graphics

Vocabulary review

- ❓ **Script:** the key information you want to convey, including specific words you want to use in narration (first document for video production)
- ❓ **Storyboard** or **outline:** two ways of planning out how your script will be connected to specific shots you'll film (second document you'll write)
- ❓ **Shot:** a single short video recording
- ❓ **Shot List:** a to-do list for all the shots you will need to create the video you've planned (third document you'll write)
- ❓ **The Rule of Thirds:** placing focal points at thirds in the image
- ❓ **A-roll:** main storyline footage
- ❓ **B-Roll:** “background” or secondary footage you can cut to any time

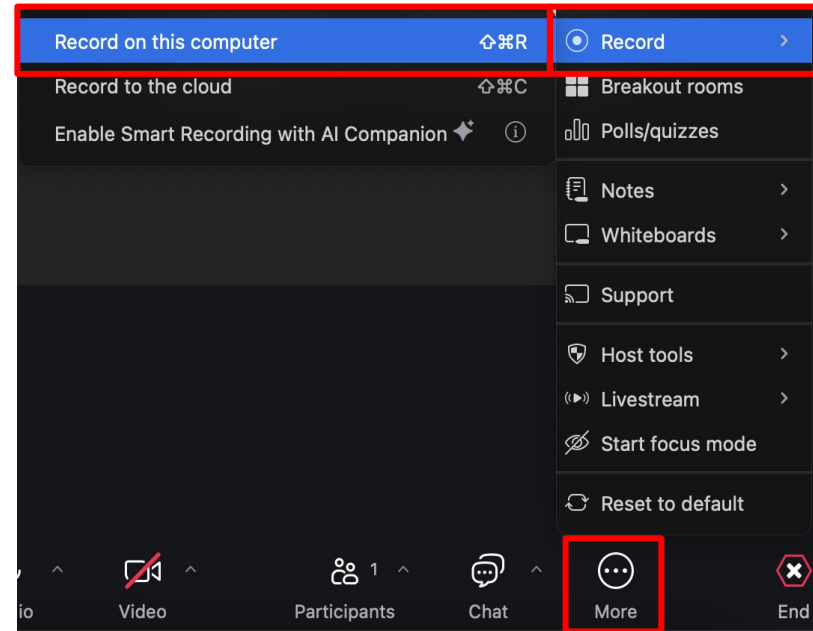
Interview Recording

Recording Considerations for Interviews

- ❑ **Ease in to recording** with low-stakes conversation.
 - Interviews are like playing catch. Start with questions that allow everyone to get comfortable. Be yourself!
- ❑ **Don't rush**, and know you can start over.
 - You don't need to get everything in a single take, and you won't use all the video that you record. So don't be afraid to pause frequently and remember you can start over (or cut something altogether!).

Recording Interviews on Zoom

- ❓ To recording a Zoom meeting, select More > Record > Record on this computer.
- ❓ Once you have ended the meeting, locate the Zoom folder on your computer and rename the file.
- ❓ You can also save a transcript of the interview by selecting Show captions> View Full Transcript > Save Transcript before you end the meeting.
- ❓ See the [Zoom interview handout](#) for more information.



Avoiding Common Pitfalls

Common pitfalls: Images

- ❑ Avoid bright lights in your shot—they will make everything else look dark.
 - Outside: move so the sun is to the left or right of a person—not right in their face to make them squint, but not behind them.
 - Inside: check for a lamp or a bright window and consider moving so they are just outside the shot.
- ❑ Record “extra” footage at the beginning and end of each shot. This makes it easier to edit it later.

Common pitfalls: Sound

- ❑ Background noise: Your microphone may hear a lot more than you do!
 - Record a “sound test” of “nothing” and listen to see if it’s acceptable.
 - Do this for each location you are filming, as different places may have more or less background noise.
- ❑ Turn off A/C units, consider closing windows, etc. if possible.
- ❑ Mute device notifications.

Free video editing software

- ❑ [Vimeo](#) (basic)
- ❑ [Lightworks](#)
- ❑ [VN Video Editor](#)
- ❑ [DaVinci Resolve](#) (advanced)

Next time, we will walk through how to edit in Vimeo.

Concluding Discussion

- ❓ Questions about video production?
- ❓ Questions about how to get started?
- ❓ Consider which parts of the video production process will require more time and planning on your end. What can you do now to make your video production easier?

For Further Exploration

[DITI Handout on Copyright and Fair Use](#)

[DITI Handout on Accessibility](#)

[Northeastern Library Recording Studios](#)

[Northeastern Library Digital Media Toolkit](#)

Thank you!

—Developed by Dipa Desai, Sara Morrell, Kasya O'Connor Grant, Carlos Arriaga Serrano, Halima Haruna, and Lawrence Evalyn

- ❑ For more information on the DITI, please see: <https://bit.ly/diti-about>
- ❑ Schedule an appointment with us! <https://bit.ly/diti-meeting>
- ❑ If you have any questions, contact us at: nulab.info@gmail.com
- ❑ We'd love your feedback! Please fill out a short survey here: <https://bit.ly/diti-feedback>