Q&A Videos: \_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Writer:** | **Producer:** |
| **Audience:** |  |
| **Video for** | |
| **Type of video:** Q&A | |
| **Tips and tricks:**   * **Remember your script will be read aloud. Keep things as short and succinct as possible.** * **~150 words translates to roughly 1 minute of video time. Keep this in mind while drafting your script.** * **When at all possible, show don’t tell.** * **Stay focused on the main concept or problem you want to solve.** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scene** | **Narrator says** | **Customer sees** | **Describe the action on screen (add repro steps, if needed)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **…** |  |  |  |
| **Final** |  |  |  |

## Appendix

[Add here any logo, images, diagram]

# Notes

[Anything special to mention?]