

Herefordshire Life Through a Lens - School films - checklist

Thanks for taking part we are really excited to see your creations. This sheet will really help us meet all of the funders criteria and will mean that your films can be shown around the county and included on the heritage website. Thank you.

Activity	Done
Read technical checklist (in Media Pack p20)	
Review the information available on the website https://herefordshirelifethroughalens.org.uk/schools	
All pupils appearing in the film have parental/guardian permission	
Choose image(s) from the selection at http://www.herefordshirehistory.org.uk/archive/herefordshire-life-through-a-lens	
Julia knows who you are working with outside of the school (it really helps us with the wider project to know who is involved). julia@catchermedia.co.uk	
Release forms (downloadable from the website) have been signed by other people appearing in the film e.g interviewees. Signed copies sent to julia@catchermedia.co.uk or handed to Mark	
Permission/copyright checked for all additional images/photos/video clips. Refer to Project Pointer document on website	
Permission/copyright checked for all music. Refer to Project Pointer document on website	
Request high quality version of the photo(s). rick@catchermedia.co.uk	
Chosen photo(s) appears in final film	
Create 4 well-composed publicity still photographs to publicise project.	
Use the acknowledgement sheet (funders logos) from the website to put at the end of the film	
Deliver final film and publicity stills to Mark by deadline	
Make a record of time you have spent on the project and send to julia@catchermedia.co.uk (to report back to funders)	
Ready to celebrate at the premiere!	

www.herefordshirelifethroughalens.org.uk

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