

2021 Skills Canada BC Proctor's Checklist for TV/Video Production

PRIOR TO COMPETITION START

1. Skills BC will provide the local proctor with Competition # by email, make sure the competitors know their number.
2. Ensure competitor's system (editing AND filming) has been set up and is in working condition. *Any memory cards or external hard drives must be cleared and formatted.*
3. Check internet connection – this is ESSENTIAL for submitting the completed video. A wireless connection OR ethernet connection must be available. Ethernet is preferable if there is this option.
4. Ensure competitors have access to project documents, and submission folder for production brief.
5. Ensure competitors have access to Film Freeway account to submit film
6. Review submission checklist (*see attached*).
7. Review specific rules for Video Production competition (see scope)
 - a. length of competition – 6 hours
 - b. filming locations
 - c. use of copyright free music
 - d. equipment restrictions
 - e. production brief
 - f. assessment
8. Ensure that competitors obey local PHO COVID 19 safety protocols.

DURING COMPETITION

Note: Proctors are to be impartial and act as advisor and not teacher”

1. Introduce Project – specific VIDEO type, specific THEME or CONTENT of video AND required LENGTH of video. **Guide competitors to the electronic copies of the project description, the production brief, and other documents provided to the team on the OneDrive folder**
2. Be on hand to clarify interpretation of project description BUT NOT to answer technical questions or help in the delivery of the completion of the project.
3. Ensure ALL editing is completed within the assigned area.
4. Ensure safety protocols are being adhered to.
5. Keep competitors updated on timeline (reminders on how much time is remaining in the competition).
6. Remind competitors to use the submission checklist to ensure they have completed ALL of the required factors PRIOR to final submission of their completed video.

COMPETITION COMPLETION

1. Make note of time completed project is exported onto competitor's desktop. This will be important as this is considered "submitted" for the competitor.
2. Assist competitors in the uploading process of completed project to Film Freeway. Use the set of instructions provided.
3. Confirm the COMPLETED Production Brief is on the OneDrive submission folder.
4. Notify provincial Technical Chair the video has been uploaded.