



# Teacher Coach Timeline Checklist



October	November	December	January...
<input type="checkbox"/> Attend Teacher Coach Training Meeting	<input type="checkbox"/> Research your manufacturer with your student team	<input type="checkbox"/> Teams submit the Final A-Roll for REVIEW (audio story)	<input type="checkbox"/> Teams submit FINAL videos for Review (“Rough Cut”)
<input type="checkbox"/> Select student team	<input type="checkbox"/> Review worksheet pages, 3-12 with student team prior to filming	<input type="checkbox"/> Make suggested revisions to “A-Roll” if necessary	<input type="checkbox"/> Make suggested revisions to “Rough Cut” and upload for review
<input type="checkbox"/> Submit a “test run” video with your team to check audio and visual quality	<input type="checkbox"/> Watch and Discuss “Training Part 3” with team prior to filming	<input type="checkbox"/> Gathering cool pictures (B-roll)	<input type="checkbox"/> Teams edit reviewed Rough Cut video (A-roll + B-roll)
<input type="checkbox"/> Contact manufacturer and schedule a film date	<input type="checkbox"/> Communicate with your manufacturer to determine the best candidates to interviews	<input type="checkbox"/> Begin adding “B-roll” (pics) to “A-roll” (audio) = “Rough Cut”	<input type="checkbox"/> Manufacturers REVIEW videos and sign waivers
<input type="checkbox"/> Complete student media waiver forms and send to project coordinator	<input type="checkbox"/> Half Day visit to MFR for interviewing and filming	<input type="checkbox"/> Review Contest Rubric throughout project	<input type="checkbox"/> Make revisions if necessary, and upload FINAL SUBMISSION!
<input type="checkbox"/> Watch and discuss “Preview Video” (using Contest Guide) with team	<input type="checkbox"/> Watch and discuss “Training Part 4” (using Contest Guide) with team	<input type="checkbox"/> Begin considering music for your video	<input type="checkbox"/> VOTE!!
<input type="checkbox"/> Watch and discuss “Training Part 1” (using Contest Guide) with team	<input type="checkbox"/> Begin creating the 2 minute audio story (A-Roll)		<input type="checkbox"/> RSVPs to Awards Ceremony
<input type="checkbox"/> Watch and discuss “Training Part 2” (using Contest Guide) with team			<input type="checkbox"/> Awards Ceremony!!
<input type="checkbox"/> Email filming date to project coordinator			