**Getting the group together:**

**Who is in the group?**

**When will you meet?**

**Where will you meet?**

**Storyboard ideas:**

**Where will the group do it?**

**When will the group do it?**

**How much time does the group need?**

**Filming:**

**What equipment will the group use (phones, personal equipment or equipment from Ovalhouse or Inspire)?**

**Where will equipment be borrowed from (Ovalhouse or Inspire)?**

**How much time will it take?**

**Editing:**

**Where will the group edit?**

**If using Inspires editing suite the group needs to ask at reception when the computers are free?**

**How much time will it take?**

**Submission:**

**Who will submit the film?**

**What format will the film be submitted in?**

**The deadline for submitting the film is 5pm on 21 September 2015. Films should be submitted in person (e.g. on USB stick) or via online link to Naomi Shoba, Head of Youth Arts at Ovalhouse (****naomi.shoba@ovalhouse.com****)**