



2025 BEHIND-THE-SCENES AWARDS VIDEO PRODUCTION OVERVIEW

Congratulations on your Outstanding Achievement in a Behind-The-Scenes Role! As result of your efforts, you are invited to participate in the Behind-The-Scenes Awards track as part of this year's Iowa High School Musical Theater Awards festivities.

To share your achievements with others, you are invited to self-produce a 45-55 second video feature on your contributions to your school's production. The videos will be premiered at the Behind-the-Scenes Awards Day (Tuesday, May 20, 2025) and videos will be further shared with Awards Showcase audience members (Thursday, May 29, 2025).

Your video should take the format of voiceover narration, laid over short clips or photos showcasing your process and final contribution to your production. This packet is intended to help you break down the steps for producing your featured video. For reference, check out some video features from the 2023 showcase: <https://vimeo.com/showcase/10421946>

PART ONE: PLANNING

A. Script Your Narration

Your video narration should introduce viewers to you, your role, and your contributions to your school production. You may wish to adapt parts of the essay you submitted with your portfolio and/or respond to one or two of the following prompts, whichever provides the most insight into your work:

- What is the purpose of the role you served?
- How did your work support the overall vision or goals for your school's production?
- What challenges did you overcome? How?
- Are there details or outcomes from your work of which you are particularly proud?
- What did you learn through the process?

As you decide what to include in your script, keep in mind that this is an opportunity to showcase your professionalism. This includes being respectful of others and their work.

After writing your first draft, review and see if you would like to make any edits. Does the narration feel like it has a natural beginning, middle and end? Is there anything that doesn't make sense, especially to someone who doesn't already know you or your work?

Next, use a clock or stopwatch to time yourself reading the narration to see if it meets the time parameters. Revise again if needed.

B. Brainstorm Your Visuals

Brainstorm a list of potential visuals you can lay your voiceover on top of. Think about any clips you may be able to pull if you captured any video during your process. If not, feel free to re-stage and collect new shots.

You can think about originals or re-created clips for the following categories:

- Shots of you performing your role
- Closeups of artifacts or tools you used for your role
- Shots of the final product

(See page 3 for a grid of examples of these different types of shots for various behind-the-scenes roles. Then, use the worksheet on page 4 to brainstorm shots which may help illustrate your work or that will support your voiceover.)

PART TWO: CAPTURE

A. Record Your Voiceover

Once scripted, record your voiceover in a quiet location using the highest quality microphone to which you have access. Pay attention to ambient noise that may be competing with the sound of you talking (air handling, wind, traffic, other people, pets, etc.) Remove as many of these factors as possible before you start to capture your audio. Recording in your closet is an excellent way to limit ambient noise.

B. Record Your Video Clips

Next, begin to record the different shots you brainstormed. Recruit a friend to help.

Due to screen orientation for when your video is shown, all included video clips should be shot horizontally, not vertically.

Record your video clips using the highest possible resolution on your camera. Keep in mind that the screen in the theater is large, so high-resolution video will best showcase your work. Ensure your camera stays steady. Use a tripod if possible. If a tripod is not available, prop your camera on a table, books, or other stable surface to avoid shakiness.

As you lay out your shots, lighting should be a consideration. Make sure there is enough light on the subject and that the subject isn't backlit. (Backlight will shut down the iris on the camera making your subject look like a dark object on screen.)

PART THREE: EDIT

Edit your voiceover and clips together using iMovie or similar product.

Feel free to be creative in your edit and how you transition in and out of different shots.

A few do's and don'ts:

- Please do not overlay any text of your name, role or school on your video, to help us avoid redundancy. IHSMTA will add an intro bumper with your name and role, your school's name, and your show title to give a consistent look for all submitted videos.
- Please do not add any music beds beneath your video. Copyright also likely prevents use of performance video with the audio included, so strip out any show audio. Upon receipt of final video files, IHSMTA will add music beds to all submitted videos to provide consistency.

PART FOUR: SUBMIT

Submit your final video to IHSMTA using the uploader form indicated below.

- Productions held October-March: **Wednesday, April 23, 2025, by 4 PM**
- Productions held in April: **Wednesday, April 30, 2025, by 4 PM**

Submit via Award Force:

[Showcase > Behind-the-Scenes Video Submission](#)

SHOT IDEAS FOR DIFFERENT ROLES <i>Be creative – what else could showcase your contribution?</i>			
	Shots of You Performing Your Role	Closeups of Artifacts or Tools Used	Shots of Final Product
Audio	<ul style="list-style-type: none"> Assisting an actor with their microphone Operating sound board and operating level-control faders 	<ul style="list-style-type: none"> Microphone Playlist of sound effects or house music Paperwork showing mic assignments 	<ul style="list-style-type: none"> Actors in performance, wearing microphones
Choreographer	<ul style="list-style-type: none"> Teaching a combo to actors Working on your own to design movement 	<ul style="list-style-type: none"> Sketches or notes about your choreography 	<ul style="list-style-type: none"> Actors in final performance, performing your movement
Costumer	<ul style="list-style-type: none"> Sketching a design Taking an actor's measurements Shopping or pulling from stock 	<ul style="list-style-type: none"> Measuring tape or sewing machine Rack filled with costumes A costume sketch 	<ul style="list-style-type: none"> Actor in a final costume Your costumes in a scene on stage
Dramaturgy	<ul style="list-style-type: none"> Conducting research Presenting findings to actors 	<ul style="list-style-type: none"> Books or other research materials Resources or packets you created for actors 	<ul style="list-style-type: none"> Program notes Shots of final performance
Lighting Designer/Operator	<ul style="list-style-type: none"> Hanging or focusing a light Operating the lighting board 	<ul style="list-style-type: none"> Finished light plot Closeup of gels, gobos or other instruments Spotlight turning on 	<ul style="list-style-type: none"> A lighting look or transition in a scene
Publicity	<ul style="list-style-type: none"> Designing a poster or other materials Shooting promotional video 	<ul style="list-style-type: none"> Photoshop or art materials Screen shots of social media posts 	<ul style="list-style-type: none"> Advertisements on display Audience members filling the theater
Scenic Design	<ul style="list-style-type: none"> Sketching a scenic element Using power tools to construct an element Painting a backdrop 	<ul style="list-style-type: none"> Ground plans Set sketches Paint, brushes and closeup of scenic painting 	<ul style="list-style-type: none"> Closeup of final scenic element on stage An efficient scenic shift
Stage Manager	<ul style="list-style-type: none"> Wearing a headset and calling cues Talking to the director and taking notes 	<ul style="list-style-type: none"> Closeup of prompt book Paperwork Organized prop tables 	<ul style="list-style-type: none"> Scene transition you called Actors or set crew checking a posted schedule

SHOT IDEAS BRAINSTORM		
Shots of You Performing Your Role	Closeups of Artifacts or Tools Used	Shots of Final Product