



# FUNDAMENTALS OF MEDIA PRODUCTION I&2

**Digital Discipleship 2025**

# Today's Discussion

## Topics to Cover

- Planning a Successful Project
- Practical Church projects
- Capturing Good Audio
- Basic interview Set-up





“

Failing to plan is planning to fail.”

ALAN LAKEIN



# P.L.A.N

1

## **P - People**

Identify key stakeholders

2

## **L - Logistics**

Define project scope &  
confirm locations/logistics

3

## **A - Agenda**

Establish a timeline and  
set milestones

4

## **N - Nail-it**

Determine the  
process and execution

# P - People (Identify Key Stakeholders)

- WHO IS INVOLVED? (CLIENT, TEAM, VENDORS, ETC.)
- DEFINE ROLES AND RESPONSIBILITIES
- ESTABLISH COMMUNICATION CHANNELS
- ENSURE STAKEHOLDER ALIGNMENT AND APPROVALS
- CREW & SUPPORT: ASSIGN KEY ROLES (DIRECTOR, CREW, EDITORS, ASSISTANTS)
- CREW COORDINATION: SCHEDULING, AVAILABILITY, AND CONTINGENCY PLANNING



# L - Logistics (Define Scope & Confirm Locations)

- CLEARLY OUTLINE PROJECT SCOPE AND OBJECTIVES
- ASSESS FEASIBILITY OF SELECTED LOCATIONS
- SECURE PERMITS AND APPROVALS IF NEEDED
- ADDRESS TRANSPORTATION AND ACCESSIBILITY CONCERNS
- GEAR & EQUIPMENT: ENSURE THE RIGHT TOOLS (CAMERAS, LIGHTING, AUDIO)
- CONSIDER LOCATION LIMITATIONS: POWER SUPPLY, WEATHER, AND PERMITS



# A - Agenda (Establish a Timeline & Milestones)

- SET CLEAR START AND END DATES
- DEFINE KEY MILESTONES AND DEADLINES
- ENSURE ALIGNMENT WITH CLIENT EXPECTATIONS
- WORKING OUT EXPECTATIONS: DEFINE PROJECT SCOPE, DEADLINES, AND DELIVERABLES
- REVIEW & FEEDBACK: ENSURE QUALITY CONTROL AND CLIENT SATISFACTION



# N - Nail-it (Determine Process & Execution)

- OUTLINE STEP-BY-STEP EXECUTION PLAN
- IDENTIFY POTENTIAL RISKS AND MITIGATION STRATEGIES
- “BE FLEXIBLE” - MONITOR PROGRESS AND ADJUST AS NEEDED
- PLAN FOR HIDDEN COSTS: TRANSPORTATION, PROPS, AND CONTINGENCY EXPENSES





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‘Commit your **work** to the Lord, and your  
**plans will be established.**’

PROVERBS 16:3 (ESV)



# {Bonus}

## P - Pray (Seek God's Guidance Before Production)

- PRAY FOR **PEOPLE**: WISDOM FOR THE CLIENT, TEAM, CREW, AND ALL INVOLVED
- PRAY FOR **ROLES & RESPONSIBILITIES**: CLARITY AND TEAMWORK AMONG STAKEHOLDERS
- PRAY FOR **AGENDA & DEADLINES**: SMOOTH SCHEDULING AND ON-TIME DELIVERABLES
- PRAY FOR **PROTECTION**: SAFE TRAVELS, SMOOTH OPERATIONS, AND PROTECTION OF EQUIPMENT
- PRAY FOR **PROVISION**: FINANCIAL NEEDS, RESOURCES, AND PROBLEM-SOLVING DURING THE PROCESS
- PRAY FOR YIELDING TO **GOD'S WILL**: TRUSTING IN HIS PLAN FOR THE PROJECT





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"When we work, we work.  
**When we Pray God Works."**

- HUDSON TAYLOR

