



Web Content Accessibility Guidelines (WCAG 2.2 AA) compliant Short Form Filming and Editing Courses

About the Course

- We will teach you everything you need to know and do to make your own Web Content Accessibility Guidelines (WCAG 2.2 AA) compliant short form video content, from concept to completion. Our approach is built around the idea that your content is not finished until it's accessible to everyone so we build this in as a standard part of good video production.
- Suitable for beginners, or those looking to build on their filming and editing skills.
- Over the two day course, you will shoot, edit and upload your own short form film.
- All courses are completely bespoke and tailored to your institution's filmmaking needs.
- Courses are for up to five people at a time.
- Filmed using your own iPhones or professional cameras (if you own these).
- We can provide iPhone radio mics, tripod, gimbal and lights if needed (at extra cost).
- Edited on Adobe Premiere or Final Cut Pro X (you need the laptops and software).

Prior to the shoot

- Warm Films will have a conversation with you before filming to identify your organisation's specific requirements and tailor the training accordingly. Here are some examples of the filmmaking styles we can cover -
 - Interviews
 - Public Policy Announcements
 - Instructional Videos
 - Promotional Videos
 - Event based films (an opening of a theatre or music performance)
 - Character led films
- We like to base the training around an actual event at your organisation, or work on a film that you would like to publish, so the training is as relevant as possible and you have an end product.

Day One

9.30am - 11am Pre filming preparation before the shoot

- Introductions - what we're doing today
- What we're hoping to get out of training
- Talk through our schedule today
- What is the story?
- How long is it going to be and what platform? (16:9 vs 9:16)
- Identify the shots and content you need to tell the story
- How do you make your film stand out/unique
- Plan for filming that allows options in the edit
- Think about incorporating tension, revelation, surprise, emotion
- Storyboarding / shot lists
- Keeping our content accessible and factoring this into the shoot. Can we script this before? Tips on shooting with integrated audio description. Self-introductions.
- Risk assessments / release forms / legal and ethical issues
- The kit
- Setting up the camera
- Sound and mics
- Lights / gimbals / tripods

11am - 5pm Depending on what we are filming, we can cover the following

- First thoughts when we're filming - keeping it safe
- The set up - how and where
- Sound - what mics do we need and why. How to film in loud locations, or places with music.
- Lighting - what lights do we need and why.
- Straight to camera vs interview (when and why).
- Tips for interviewing contributors (narrative vs emotive).
- The basics of directing contributors and presenters.
- Throughout filming we will discuss accessibility filming tips to reduce post production accessibility requirements e.g. including non-visually descriptive default commentaries instead of separate audio description and including interviewees in vision to enable lip reading.
- Shooting actuality.
- Why we need cutaways and how to film them.
- Shooting sequences.
- Multicam and setup.
- Stylised hero shots.

Day Two

9.30 - 10am Filming refresher

- Discuss filming since training
- What went well and what didn't go as well
- Run through aspects of filming that are still unclear

10am - 11am Preparing for the Edit

- Preferences and Initial Settings
- The different Premiere Workspaces
- Creating a new Premiere project
- Importing and organising footage into Premiere (using bins)
- Adjusting media before the edit

11am - 4.00 pm Editing (with lunch 1-2)

- Building your first sequence (adding media to a timeline).
- Basic Edit tools - Select, Blade.
- Working with selects to build a film.
- Using multiple sequences.
- Understanding audio in Premiere.
- Adjusting audio by volume.
- Using Keyframes and Fades to adjust audio.
- Split edits.
- Effects and the Effects Controls
- Cropping, rotation, steady cam.
- Creating stills.
- Adjusting the speed of footage and colour balance.
- Adding music, voice over and audio description (if required).
- Creating Text within Premiere and adding logos.

4pm - 5pm Captions, Transcripts, Export and Uploading

- Adding captions (.srt and WebVTT). Closed vs open captions.
- Best transcribing practice.
- Exporting from Premiere for different platforms.
- Exporting audio described versions of films.
- Adding sign language (if required).

5.15pm - 5.30pm Final thoughts

- Chance to run through anything else we haven't discussed or would like to recap on.

About Warm Films

Nick has been directing, shooting and editing films for over 20 years. He's edited a wide variety of documentaries for all the terrestrial broadcasters, alongside producing digital content for Royal Academy of Arts, Comic Relief, Wellcome and several ad agencies and corporations. He is an accomplished trainer and co-creator of award-winning interactive documentary The Boy In The Book.