Here is an outline of the information you should consider including on a ‘Documentary Film Making – briefing for pupils’. This template is not prescriptive and it is provided to act only as a guide for your research project requirements.

**Documentary Film Making – Briefing for Pupils (under 18)**

Research project title:
Research investigator:
Address & contact details of research investigator:

Name of person providing the briefing:

Location of where the video recording is being made:

Introduce yourself to the pupils and describe what is going to happen whilst the video recordings are taking place

Your teacher will have told you that during (name activity) a cameraman will be recording some video for a film being made by (name researcher(s) and if possible introduce the pupils to them) from the University of Edinburgh. They are here because (briefly describe the research activity)

Describe how the day will be arranged and how much time it will take, then introduce the cameraman to the pupils. Explain if they do not want to be in the film then just tell your teacher.

For people who have agreed to be filmed try to act normally in front of the camera and try to ignore him. He will keep his distance and he won’t get too close to anyone. His job is only to film (name the activity). If you decide later that you don’t want to be in the film after all, just let your teacher know and we won’t use any video of you when we make the film.

After today it will take some time to make the film, they will only use a small amount of the video taken so you might not be in it after all, or you might not be able to see yourself as you are in the distance or filmed from the back. We are going to leave a copy of the video with your teacher, so that they can check they are happy with what we have done. And when the film is finished, we will send your teacher the final version so that you can have a look at it.
Does anyone have any questions about the filming?