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| **DATE** | **TIME** | **LOCATION** | **TASK**  |
| *08/01/2020* | *13:30* | *BWC – Mac Suite – Room 140* | *Assigned new brief ‘AD CAMPAIGN’ which we will be creating an advertisement for Radio and Television which fits within the ‘Broadcast Standard’.*  |
| 27/01/2020 | 13:15 | *BWC – Mac Suite – Room 140* | Start preproduction paperwork |
| 06/02/2020 | 15:15 | *BWC – Mac Suite – Room 140* | Finish preproduction paperwork |
| 10/02/2020 | 13:15 | *BWC – Mac Suite – Room 140* | Start filming |
| 13/02/2020 | 15:15 | *BWC – Mac Suite – Room 140* | Finish filming |
| 13/02/2020 | 13:15 | *BWC – Mac Suite – Room 140* | Start editing |
| 25/02/2020 | 15:15 | *BWC – Mac Suite – Room 140* | Finish editing |
| 24/02/2020 | 13:15 | *BWC – Mac Suite – Room 140* | Start postproduction paperwork |
| 27/02/2020 | 15:15 | *BWC – Mac Suite – Room 140* | Finish postproduction paperwork |
| 27/02/2020 | 15:15 | *BWC – Mac Suite – Room 140* | Finish reflective blog |
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**PRODUCTION SCHEDULE TEMPLATE**

1. **Summarise the individual tasks that will need to be carried out so as to successfully complete both your website and a promotional video for it**
2. **Your deadline is 28/02/2020 so you will need to work backwards from there**
3. **Dates may end up changing, but you need a fairly solid plan to start with first and foremost.**
* **PB & SI**