| **2018 ROOTS FAMILY HISTORY FILMS - FINAL CHECKLIST** |
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| **CHECKLIST ITEMS** | **YES** | **NOTYET** | **COMMENTS, QUESTIONS, REMINDERS** |
| I have checked: title, opening screen(s) overall presentation, story line and flow of the story |  |  |  |
| **Subject**: I have conveyed a complete portrait of the life of the person portrayed (or my family) in the film, events, decisions, dilemmas, choices, etc.  |  |  |  |
| **Subject:** My subject's or family's place on the timeline of history is clear, as well as how events shaped their lives |  |  |  |
| I have included as many documents, [clear and visible] photos, biographies, and referred to family traditions, celebrations, and values |  |  |  |
| **Overview**: I have checked for correct use of English vocabulary, usage, grammar, style, spelling, mechanics, punctuation, capitalization, prepositions |  |  |  |
| **Script**: I have checked for correct use of English grammar, vocabulary, mechanics - capitalization, spelling, punctuation, etc. (also in the end credits) |  |  |  |
| **Subtitles**: I have proofread and spellchecked subtitles used in the film according to the script; I have checked their location on the screen, visibility, ease of reading, etc. |  |  |  |
| **Visuals**: I have checked all visuals and images, how and when they appear on screen: movement, zooming in and/or out, fading in and/or out, relevance to the story |  |  |  |
| **Maps**: I have included maps and routes taken by people, checked historical accuracy and relevance of maps to my story  |  |  |  |
| **Audio**: I have checked sound, audio level, narration, pronunciation, clarity, sound effects, music, pace  |  |  |  |
| **Accessibility**: I have viewed and checked viewer / audience “accessibility”: ease of viewing and flow of images; images remain on screen long enough for viewers to see  |  |  |  |
| **Credits**: I have included and checked credits at the end: names of participants, dedications, sources of information, images, music, speed at which credits "roll" across the screen or appear |  |  |  |
| **Other** |  |  |  |