

Guide to Scriptwriter/Director

Find/Choose ideas for theme, threads, links.

Check with previous weeks so no duplication occurs (for example, there should be at least a six month gap between showings of films or stories. Make sure songs and rhymes are not done to death!)

POEM OR SONG OF THE WEEK

Decide how to illustrate it - captions, slides, models etc.
 If captions needed, discuss with Lawrence as soon as possible.
 If slides needed, discuss with Jimmy Matthews-Joyce.
 If using song of the week, and music needed, discuss with MD.

STORIES

Make sure no copyright problems by giving information to Producer's Assistant as soon as possible.
 Decide how to treat individual stories, slides, captions to camera over shoulder story book, acted out, models, guest storyteller!
 If slides, check whether slides already exist, otherwise book will have to be cut up (by graphics) and photographed by Jimmy.
 If models or captions, discuss with graphics.

POEMS, RHYMES, FINGER RHYMES, SONGS, IDEAS FOR ITEMS:

Collect any of these that seem relevant to theme.

SOURCES OF MATERIAL

<u>Stories:</u>	Reserve files	}	E 608
	Photo story file		
	Unpublished story files)		
<u>Poems:</u>	Poem file	}	E 604
	Finger rhyme file		
<u>Songs:</u>	Song files	:	E 601
	Songs on tape & cassette		E 622
	New song file		E 622
<u>Reference:</u>	Reference books in)	E 611
	Card index for : stories		
	songs		
	poems		
	films		
	Q's file		E 604
	Film List		
	Books (Story & picture)		E 611 (or 622)
	Graphics List		
	Enquiries about animals, visiting pets etc. - Wendy Dug		
	Weekly schedules files		E 601
	(Summaries of previous weeks)		