1. **Brainstorming**
   a. Make sure everyone’s idea is heard
   b. Do NOT criticize ideas negatively
   c. Have group write down ALL ideas to better determine the best idea

2. **Narrow down ideas**
   a. Less is more
   b. Keep it simple

3. **Narrow down to one idea**
   a. Build on that one idea:
      i. Decide locations
      ii. Who will be in it
      iii. Props
      iv. Technical requirements

4. **Outline your script**
   a. Discuss topics
   b. Create an order

5. **Begin script writing using audio/video format**
   a. Create two columns
   b. Video: everything the audience will see
   c. Audio: everything the audience will hear

6. **Remember**
   a. Script is the backbone of the project
   b. Take your time
   c. Have fun

7. **When your script is complete create a storyboard**