**How to Create an Impactful 3-Minute Toolbox Talk Video – Step-by-Step Guide**

**Step 1: Idea Generation**

* Start by reviewing submission categories and guidelines to understand how to make a standout video.
* Seek inspiration by exploring the examples below, but always strive to develop your unique and creative concept.
* Brainstorm which novel subject, tool, resource or coping strategy and how best to bring it to life

**Step 2: Script and Storyboard**

* Once you've settled on your idea, begin crafting a script and storyboard. The script acts as your production roadmap.
* Utilize resources [like Screenwriting U](https://www.screenwritingu.com/) and storyboard templates to visually plan your video.

**Step 3: Permissions and Releases**

* Before commencing filming, ensure all necessary forms and releases are signed.
* Secure Release Forms from every team member (cast and crew).
* Acquire Location Contracts for filming locations.
* Familiarize yourself with copyright rules if your video uses others' content (see Steps 5 and 6 for free resources).

**Step 4: Film Production**

* Plan your shots meticulously before filming. Consider using two cameras for different angles.
* Pay attention to the filming environment, especially the background.
* Safeguard your video files and maintain backups on a separate device.
* Make sure your sound quality and lighting are excellent.

**Step 5: Video Editing**

* Editing is a crucial step, and it may take longer than filming.
* You can use editing software on your computer or explore options through your organization or local library.
* Numerous online tutorials are available for your specific editing software.

**Step 6: Add Sounds and Music**

* Avoid using copyrighted music; instead, utilize these resources for free music and sound effects. Always credit the source.
* Consider recording your original sounds or collaborating with local musicians.
* Free programs like Audacity, GarageBand, and Cakewalk can help.
* Explore royalty-free music websites and CDs for additional options.

**Sound Effect Resources:**

* BenSound
* Incompetech
* FreeSoundtrackMusic.com
* OurMusicBox
* Free Sound Effects
* ccMixter
* Mobygratis
* Free Sound
* Purple Planet
* MusOpen

**Step 7: Submission**

* Ensure your video adheres to the 3-minute limit.