

VISUAL INFORMATION CAPTION SHEET

1. PROJECT/EXERCISE/EVENT TITLE		2. VIRIN	3. DATE RECORDED (YYMMDD)
4. CAMERA OPERATOR (<i>Rank/Name/Home Unit</i>)		5. MEDIA/FILM TYPE	6. TAPE/ROLL/DISC NUMBER
7. CLASSIFICATION OF MEDIA	8. CLASSIFICATION OF CAPTION	9. CLASSIFICATION AUTHORITY	
10. SYNOPSIS/COVER STORY			
a. LOCATION		b. DESCRIPTION OF PROJECT/ACTIVITY/EXERCISE/EVENT	
11. INDIVIDUAL IMAGERY DESCRIPTIONS		a. CAMERA NUMBER	
b. TIME CODE: HR:MIN:SEC/ NEG-SLIDE NUMBER	c. DESCRIPTION (<i>Who, what, when, where, how, and why</i>)	d. CLASSIFICATION OF SCENE/ IMAGE	

11. INDIVIDUAL IMAGERY DESCRIPTIONS (Continued)

b. TIME CODE: HR:MIN:SEC/ NEG-SLIDE NUMBER	c. DESCRIPTION <i>(Who, what, when, where, how, and why)</i>	d. CLASSIFICATION OF SCENE/ IMAGE