


## EXPLAINER VIDEO

### USE SURVEY DATA FROM STAFF DIETARY RESTRICTIONS SURVEY

CAMTASIA STORYBOARD | PAGE 1

MEDIA SECTION	VISUAL DISPLAY & GRAPHIC ELEMENTS	SCRIPT & AUDIO	DEVELOPER NOTES
INTRO With JPG image, text, background music	Catering for Dietary Restrictions in the Office TRAINING VIDEO How to Use the Data from Staff Dietary Restrictions Survey 	BACKGROUND MUSIC: asimpleway.mp3	Audio starts at 100% then decreases to 20% when the narrator begins.  Apply fade transitions
Begin: Screencast video clip 1  Voiceover audio	Google Form  Summary view Who has responded? Question 1	<ol style="list-style-type: none"><li>1. Start by opening the Google Form: Staff Dietary Restrictions Survey</li><li>2. Then go to the RESPONSES tab at the top.</li><li>3. Here's where you will see how your staff answered the questions in three views: Summary, per question, and per individual.</li><li>4. Let's look at the SUMMARY view first.</li><li>5. Here we can see who has responded and the stats for each question. In this example, there are only three employees, so the percentages don't have much variety. The more people you survey, the results may have more variety.</li><li>6. These stats can give you a quick overview of what foods your staff can or can not eat. For example, my staff members have highly restrictive diets, but all of them CAN eat peanuts and tree nuts. This is great to know so I can include those in menu planning and don't have to worry about life threatening allergic reactions for them.</li></ol>	Voiceover clip 1  Use zoom in/out and annotation sketch red circle as narrator describes each button feature.

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CAMTASIA STORYBOARD | PAGE 2

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Checkboxes: Screencast video clip 2	Google Form  Summary view Question 2 & 3	<ol style="list-style-type: none"> <li>1. This response gives us a quick glance at the types of preferred diets my staff members have to be aware of for planning.</li> <li>2. And this response tells me what other foods need to be avoided when planning.</li> </ol>	<p>Voiceover clip 2</p> <p>Use zoom in/out and annotation sketch red circle as narrator describes each button feature.</p>
Fill in question: Screencast video clip 3	Google Form Summary View Short answer questions Website for Mendocino Farms	<ol style="list-style-type: none"> <li>1. These last three fill in the blank questions provide a list of restaurants and break room items that we will use for the next step.</li> <li>2. To find out which restaurants work for everyone, you will need to go to the website for each of the restaurants listed.</li> <li>3. Let's start with Mendocino Farms and find the MENUS page. At first glance, I can tell they have a variety of items for different types of diets such as gluten free and vegan. So this restaurant might be a good candidate for everyone to be included.</li> </ol>	<p>Voiceover clip 3</p> <p>Use zoom in/out and annotation sketch red circle as narrator describes each button feature.</p>
Add question: Screencast video clip 4	Website for Mendocino Farms Gmail	<ol style="list-style-type: none"> <li>4. Copy the URL and paste into a new email or Google Form that you will send to your staff.</li> <li>5. Ask them to view the menu and select the items they would like to order for lunch.</li> <li>6. Also have them let you know if there aren't any choices they can eat at this restaurant due to dietary restrictions.</li> </ol>	Voiceover clip 4
	Google Form: INDIVIDUAL view	<ol style="list-style-type: none"> <li>7. If someone can not eat at this restaurant, you can refer to the survey and use the restaurants listed by that individual.</li> </ol>	Voiceover clip 5

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	Google Form: Summary View list of restaurants.	8. Repeat this process for each restaurant, then collect feedback from your staff using the content in the next section: Build and send your staff a feedback survey.	
OUTRO	 Enjoy!	Enjoy and Remember to send a feedback survey to your staff to find out if they truly were satisfied with the choices from this restaurant.	When the narrator ends, background music rises to 100%