

# Staying Connected While Working Remotely – Storyboard

## Introduction:

- Due to the Covid-19 pandemic, there has been an increase in global demand for effective and efficient technology access.
- ABC Tech is expanding their team by 75% and hiring remote employees in South Africa, Malaysia, and Canada to meet the company's new international clientele quotas.
- Based on a survey of current remote employees, 50% said they feel isolated and disconnected from their immediate team as well as the staff at headquarters.
- The purpose of this training is to introduce rapport and connection building activities amongst team members, both virtually and in person, and extend an opportunity to tour headquarters. It is part of new employee onboarding.

## Learning Objectives:

Upon completion of this training, the learner will be able to:

- List four ways they can connect with their team
  - Daily, weekly, monthly, and yearly activities
- Describe the ABC Tech Headquarters working environment, and schedule an in-person visit

## Outline:

- Introduction
  - Susan welcomes the learner and provides a brief overview of what they will learn
- Ways to connect with team
  - Susan discusses four different ways the learner can connect with their team.
  - Daily: Conversation channel, Weekly: Virtual coffee hour, Monthly: Calendar + personal celebrations, Yearly: In-person get together
- Insight into ABC Tech Headquarters & swag
  - Provide visuals of Headquarter workspaces, and discuss company work philosophy

## Notes for Developer:

- Each table in this storyboard represents one scene. Type all comments in the table's comment section
- The character speaking will be indicated in the audio/script column as [character]. All on screen text is highlighted.
- Audio will be lip synched with character speaking. Music: Steady Climber is played at 8% throughout the entire video
- Font throughout is either League Gothic or Lato – Regular
- All office floors at headquarters are light blue (76CADA).

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### Color Palette & Logo:

# 0BB0CF



# 76CADA



### Characters:



Susan



Valentina



Mohamed




Tina



Lorenzo

Susan – HR Manager  
Valentina – Brazil Office  
Mohamed – Morocco Office  
Tina – United States Office  
Lorenzo – Italy Office

1. Title Scene			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
	[Susan] Hello and welcome to Staying Connected while working remotely. We are so excited that you've joined ABC Tech!	<ul style="list-style-type: none"><li>Text is timed to audio – “Staying Connected” is typed, “While Working Remotely” + logo pops.</li><li>Iris – circle center on Susan</li><li>Susan is animated to talk and wave facing camera.</li><li>Zoom camera to computer for next scene.</li></ul>	

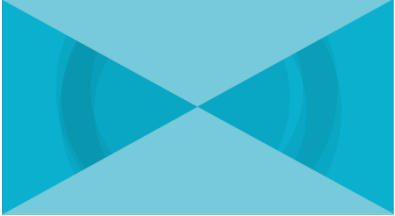
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2. Introductory Scene			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"><li>Scene opens with Susan in a white circle centered on screen. There is a dark blue background with a moving line background pattern.</li><li>On Screen Text: Susan and ABC Tech HR Manager on top light blue banner</li></ul>	[Susan] My name is Susan, and I am the HR manager here at ABC Tech.	<ul style="list-style-type: none"><li>Susan is talking in the circle looking at the camera.</li><li>Light blue banner pops up. Susan's name pops in with audio reference. HR Manger text is typed.</li></ul>	

3. Introductory Scene			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"><li>Susan is larger on right side with same background as previous scene. Left side – two white lines create four squares with office members in each (Mohamed top left, Tina top right, Lorenzo bottom left, Valentina bottom right). Light blue background behind workers.</li><li>Office building on left with two clouds.</li><li>Four white and teal bags with company logo on</li></ul>	[Susan] In this video, you will learn a few ways to build relationships with your team members, take a quick virtual tour of our headquarters, and check out the ABC Tech swag we'll be sending you for your home office!	<ul style="list-style-type: none"><li>Iris center to right to start this scene.</li><li>Susan slides up from bottom just before vertical line flies in from top, horizontal line flies in to right (on left).</li><li>Office members pop in with audio reference, then pop out.</li><li>Tina is smiling and waving, Mohamed is standing and smiling. Valentina is smiling with hand on chin. Lorenzo is smiling and holding a file.</li></ul>	

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each. Set of three teal lines on top and bottom of each bag.		<ul style="list-style-type: none"> <li>Office building and clouds pop in with audio reference, then pop out.</li> <li>ABC Tech bags and lines pop in with audio reference. Lines are animated.</li> </ul>	
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4. Isolated Workers			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Dark blue background with dark circle overlay. Two light blue triangles are on top of the background.</li> </ul>  <p>One on the top and one on bottom – points meet in the middle of slide.</p> <ul style="list-style-type: none"> <li>One team member is inside each triangle – Lorenzo top talking on phone in front of couch. Tina right sitting eating food at table. Mohamed bottom reading book at desk. Valentina left looking at files at desk.</li> </ul>	<p>[Susan] We understand working remotely may be new for you and can sometimes feel isolating.</p>	<ul style="list-style-type: none"> <li>Light blue triangles slide in. Top from top, bottom from bottom.</li> <li>Valentina slides in from left, Tina from right, Lorenzo down from top, and Mohamed up from bottom.</li> </ul>	

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5. Connected as a Team			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"><li>There is a dark blue background with a moving line background pattern.</li><li>ABC Tech logo is at the top center of the slide.</li><li>On screen text: Tina Lorenzo Valentina Mohamed</li><li>Tina is on the far-left smiling, looking to right. She has her name in front of her on a semi-transparent black rectangle - white text.</li><li>Lorenzo is to the right of Tina smiling, looking to the left. He has his name in front of him on a semi-transparent white rectangle – black text.</li><li>Valentina is to the right of Lorenzo smiling, looking to right. She has her name in front of her on a semi-transparent black rectangle - white text.</li><li>Mohamed is on the far right smiling, looking to the left. He has his name in front of him on a semi-</li></ul>	<p>[Susan] But we are here to support you every step of the way.</p>	<ul style="list-style-type: none"><li>Tina high fives Lorenzo, and Valentina high fives Mohamed when the audio says 'here'.</li><li>They all have a joyful expression on their faces.</li></ul>	

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transparent white rectangle – black text.			
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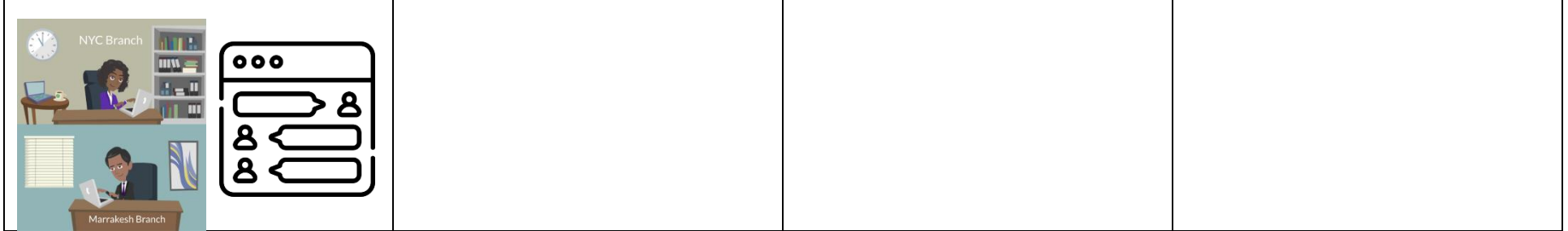
6. Outline Modes of Connection			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Susan is in an office meeting room. There is a table and four chairs behind her.</li> <li>Susan is on left side of screen walking towards the right.</li> <li>There are four large rectangles, from top of screen to bottom. Left to right – dark blue rect, white rect, light blue rect, white rect.</li> <li>Mohamed is in dark blue rect looking right. Monday on a small banner is centered above him with white sparkles to the left of the text.</li> <li>Valentina is to the right of him, looking left. A calendar is centered above her with blue sparkles off to the left.</li> <li>Lorenzo is to the right of her, looking right. A Happy Holidays sign is centered</li> </ul>	<p>[Susan] We want you to build quality working relationships with your colleagues beyond current projects. Let's take a look at some of our daily, weekly, monthly, and yearly events.</p>	<ul style="list-style-type: none"> <li>Iris center to left to start this scene.</li> <li>Susan is walking and talking. She is looking at the camera and walks all the way off the screen.</li> <li>Each colored rect and on screen text at top slides down with audio reference. Each character slides up from the bottom. They are all talking. All props pop in with audio reference.</li> </ul>	

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<p>above him with white sparkles to the left.</p> <ul style="list-style-type: none"> <li>• Tina is to the right of him, looking left. 2023 is centered above her with blue sparkles to the left.</li> <li>• On screen text is black at the top of each rect. Left to right: Daily Weekly Monthly Yearly</li> </ul>			
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7. Communicate One-on-One			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>• The base scene is light blue. The screen is divided in half down the middle.</li> <li>• Left: Susan is standing in front of a desk with a laptop and chair. There is a bookshelf on the wall - top left behind desk.</li> <li>• Right: Tina and Mohamed are working in their respective home offices. Small icon is above Susan's hand.</li> <li>• Text on screen: (white) NYC Branch Marrakesh Branch</li> <li>• Images for inspiration:</li> </ul>	<p>[Susan]</p> <p>Every day you can reach out to your colleagues using the ABC Tech messaging channel. Here you can have private conversations with one colleague.</p>	<ul style="list-style-type: none"> <li>• Susan walks on screen from left and is talking. She stops and continues to talk in front of desk. She is facing the camera.</li> <li>• Tina and Mohamed are typing and looking at computers.</li> <li>• Icon pops in when audio says "colleagues".</li> </ul>	

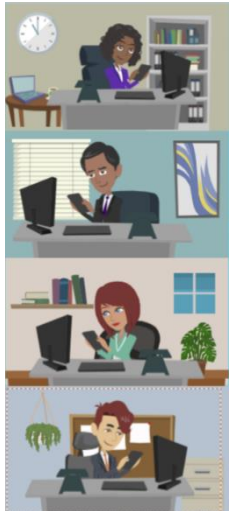
## Staying Connected While Working Remotely – Storyboard



8. Communicate as a Team			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Background and left side is same as scene 6.</li> <li>There are four smaller rectangles in place of the two larger on right from scene 6. All four team members are in their own home office. Tina on top, then Mohamed, then Valentina, Lorenzo on bottom. Image for inspiration:</li> </ul>	<p>[Susan]</p> <p>or group work-related chats, but we also encourage you to make a social channel. This way, you can talk about any fun weekend plans, and more!</p>	<ul style="list-style-type: none"> <li>Small black icon appears instantly on screen. It instantly is removed when Susan says, "This way".</li> <li>White speech bubbles + text pop in when audio says "work-related".</li> <li>All team members are texting on their phones at their desks. Tina and Lorenzo are facing right, Mohamed and Valentina are facing left.</li> <li>Four rectangles pop in over office images when audio says, "This way". Tina in green, Mohamed in blue-green, Valentina in light pink, Lorenzo in blue.</li> <li>In rectangles: Tina is singing, Mohamed is</li> </ul>	



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- Four small white speech bubbles with black text appear next to each square. Speech bubbles are on left of square for Tina (Hi! Did you get my email?) and Valentina (I'll send you my notes by 2.), on right for Mohamed (Yes, I can cover the meeting.) and Lorenzo (I'll be there as well!).
- Small icon is above Susan's hand.



taking pictures, Valentina is knitting, and Lorenzo is painting on an easel. Characters are all looking to the left.

- Camera movement zooms in on Valentina.

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<ul style="list-style-type: none"> <li>Four dark blue rectangles replace office images. Characters stay in the same order.</li> </ul>			
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9. Virtual Coffee Hour			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Background is light blue.</li> <li>Large computer screen with black border and silver base takes up most of the screen.</li> <li>Inside the computer screen there is a Zoom meeting. There are four home offices - same as scene 7 for each character. Black lines divide the four rectangles.</li> <li>Top left is Tina, top right is Mohamed, bottom left is Lorenzo, and bottom right is Valentina.</li> <li>On screen text is light blue and is centered over silver computer base: Virtual Coffee Hour</li> </ul>	<p>[Susan]</p> <p>Once a week, you'll have the opportunity to get together with your team over a virtual coffee hour. This is a great time to get to know your colleagues on a personal level.</p>	<ul style="list-style-type: none"> <li>Camera movement zooms out from Valentina.</li> <li>Tina is drinking coffee, Mohamed is talking, Lorenzo is drinking tea, Valentina is laughing.</li> <li>Tina and Lorenzo are facing right. Mohamed and Valentina are facing left.</li> </ul>	

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10. Birthdays			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Same as scene 8.</li> <li>On screen text: <b>Congratulations!</b></li> </ul>	<p>[Susan] We love to celebrate monthly events such as birthdays</p>	<ul style="list-style-type: none"> <li>Tina is sitting and popping party confetti in the air – facing right.</li> <li>Mohamed is clapping – facing left.</li> <li>Valentina is raising up a glass of soda – facing left.</li> <li>Lorenzo is surprised (hands halfway up then down) facing the camera. He has a wrapped present, cake, and balloons in his office.</li> <li>All have joyful expressions.</li> </ul>	


11. New Family Members			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Same as Scene 8.</li> <li>On screen text: <b>Congratulations!</b></li> </ul>	<p>[Susan] Welcoming new family members</p>	<ul style="list-style-type: none"> <li>Mohamed and Lorenzo are sitting and clapping. Valentina has hands over heart in awe.</li> <li>Mohamed and Valentina are facing left, Lorenzo is facing right.</li> <li>Tina is sitting and feeding a baby – facing right.</li> <li>All have joyful expressions.</li> </ul>	

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12. Happy New Year			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Same as Scene 8.</li> <li>On screen text: Happy New Year!</li> </ul>	<p>[Susan]</p> <p>And of course, to celebrate holidays with one another.</p>	<ul style="list-style-type: none"> <li>Tina and Valentina are facing the camera. Lorenzo is facing right, and Mohamed is facing left.</li> <li>All characters have a joyful expression. Tina is raising both arms straight up into the air, Valentina is pulling arms back at her waist, Lorenzo is clapping in air, and Mohamed is laughing..</li> <li>They each have a colorful banner in their office.</li> <li>They each have a small blue and yellow present that shoots confetti up into the air.</li> </ul>	


13. Travel in Airplane			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Scene is of the inside of an airplane.</li> <li>Tina is sitting in the left front seat, Valentina is in the middle, and Lorenzo is in the last seat on the right.</li> </ul>	<p>[Susan]</p> <p>Yearly events include an all-expense paid company trip.</p>	<ul style="list-style-type: none"> <li>Scene begins with wipe to the right.</li> <li>Susan walks down plane aisle talking. This scene ends when Susan walks just past Valentina.</li> <li>Tina is drinking tea, Valentina is eating food, and Lorenzo is reading the newspaper.</li> </ul>	


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14. Outdoor Restaurant			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"><li>All team members are eating lunch at a beachside restaurant.</li><li>Tina is at left table with Lorenzo, and Mohamed is at right table with Valentina.</li></ul> 	[Susan] We want to show our appreciation for all of your hard work	<ul style="list-style-type: none"><li>Camera pans to the right</li><li>Characters are eating and talking.</li><li>Server is putting a plate of food down in front of Valentina.</li></ul>	

15. Waterfall			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"><li>All team members are outdoors near a waterfall.</li><li>On the left: Valentina is taking a selfie with Tina.</li></ul>	[Susan] and continue to help foster your work relationships,	<ul style="list-style-type: none"><li>Camera pans to the right</li><li>Tina is talking and moving her hand.</li><li>Cameras are flashing.</li></ul>	

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<ul style="list-style-type: none"> <li>On the right: Mohamed and Lorenzo are both taking pictures with cameras.</li> </ul> 			
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16. Hiking in Mountains			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>All team members are hiking up a mountain.</li> <li>Lorenzo is on bottom left, Tina is in the middle, Mohamed is to Tina's right up the mountain, and Valentina is on bottom right.</li> </ul> 	<p>[Susan] in person!</p>	<ul style="list-style-type: none"> <li>Camera pans to the right</li> <li>Lorenzo is walking up the mountain, facing right.</li> <li>Tina pulls out a compass and looks at it, facing right.</li> <li>Mohamed is talking with hiking poles, facing left.</li> <li>Valentina is sitting and drinking water, facing left.</li> </ul>	

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17. Employee Appreciation Banquet			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Banquet setting.</li> <li>Mohamed is at left table on far left. Lorenzo is at Mohamed's table on the right. A photographer is in front of their table taking pictures.</li> <li>Valentina and Tina are at the table on the right. Valentina is on the left, and Tina is on the far right.</li> <li>Susan and another man are standing at the back on a stage. Susan is on the right, and a male character is on the left.</li> </ul>	<p>[Susan]</p> <p>We also want to recognize team members that have gone above and beyond to help their colleagues and the company.</p>	<ul style="list-style-type: none"> <li>Mohamed is sitting but stands up smiling and clapping – facing right.</li> <li>Lorenzo is sitting at the table, smiling and clapping – facing right.</li> <li>Valentina is sitting at the table, smiling and clapping – facing right.</li> <li>Tina is standing, arms up then down, smiling and facing left.</li> <li>Susan and man in background are both smiling and clapping, facing camera.</li> </ul>	

18. Headquarters Tour #1			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Scene shows a city with the outside of a large office building in the center.</li> </ul>	<p>[Susan]</p> <p>Now, let's take a quick look at our New York City headquarters.</p>	<ul style="list-style-type: none"> <li>Camera zooms in on office building.</li> </ul>	

19. Headquarters Tour #2			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Inside of office. Susan is standing on the left in the foreground of office setting.</li> </ul>	<p>[Susan]</p> <p>Since we strongly believe in creating cohesive working relationships, we provide</p>	<ul style="list-style-type: none"> <li>Two people in background with file – one is talking and the other is nodding.</li> </ul>	

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<ul style="list-style-type: none"> <li>Two people are looking at a file and talking in center background.</li> <li>Man and woman are sitting at desk to the right talking.</li> <li>Dark blue rectangle has black checkmark to left of <b>Cohesive</b> in white text. Two arms with thumbs up one on left and one on right under word.</li> <li>Black checkmark to left of <b>Coworking</b>. Two white thought bubbles appear with light blue question mark in each. Then a light bulb appears in each bubble.</li> </ul>	employees the option of utilizing coworking spaces while collaborating!	<ul style="list-style-type: none"> <li>Susan walks on screen from left, and then stops to talk facing the camera.</li> <li>Man and woman are facing each other. The man is talking and woman is listening.</li> <li>Blue rectangle flies in from top.</li> <li>Checkmarks pop in and text fades in with audio reference.</li> <li>Thumbs wipe in, one from left and one from right.</li> <li>Thought bubbles pop in with questions mark. Then pop out as light bulbs pop in.</li> </ul>	
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20. Headquarters Tour #3			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Four characters are in middle of scene. Two pointed toward the left, and two pointed toward the right. Susan is on left, closest to middle.</li> <li>Behind them is an open office setting with six people sitting at white cubicles. ABC Tech logo is on each cubicle.</li> </ul>	<p>[Susan]</p> <p>Teams work in the same shared space to make the process easier.</p>	<ul style="list-style-type: none"> <li>Four characters walk off scene. Susan and man walk to the left – facing each other and talking.</li> <li>A man and woman walk off to the right – facing each other and talking.</li> </ul>	



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21. Headquarters Tour #3			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"><li>• Screen is split in half, dark blue on left and light blue on right.</li><li>• Two large white curved work stations with ABC logo are on each colored background.</li><li>• Three sad emojis appear in both the top left and right corners.</li><li>• The tops of two people's heads can be seen.</li></ul>	[Susan] We also avoid separating desks	<ul style="list-style-type: none"><li>• Sad emojis pop in one at a time.</li></ul>	

22. Headquarters Tour #3			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"><li>• Woman appears in front of her large white desk on left, a man appears on right. Both have one hand out towards the other.</li><li>• Shorter desks replace tall desks.</li><li>• Man and woman sit down and converse with each other.</li></ul>	[Susan] behind high walls or partitions, to promote a more comfortable and relaxed atmosphere.	<ul style="list-style-type: none"><li>• Tall desk slides down as short desk slides up.</li><li>• Man and woman sit down in new desk.</li><li>• Woman is laughing and man is smiling.</li></ul>	

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23. Headquarters Tour #4			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Four people are behind a desk, looking at a computer. Susan is second from right. Two other characters are standing, and one is sitting, typing.</li> <li>There is a large file in the room off to the right.</li> <li>There are floor to ceiling windows in back of the office room. Learner can see white cubicles through glass windows.</li> </ul>	<p>[Susan]</p> <p>If teams need to get together, they can simply move to a shared room and review their work to not disturb the collective area.</p>	<ul style="list-style-type: none"> <li>Male character is sitting at computer smiling and typing.</li> <li>Female character to his left is standing and talking with hand raised.</li> <li>Susan and another male character on right both walk in talking. Man is carrying a file. They stop and listen to the other character's conversation behind the desk.</li> </ul>	

24. Headquarters Tour #5			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>This is an office waiting area. A female character is sitting behind a white cubicle desk on the left side of screen. ABC Tech logo is on the desk. A woman is standing to the left of the desk.</li> <li>There is a plant on the floor with a couch next to it on the right. A male</li> </ul>	<p>[Susan]</p> <p>We would love to invite you to tour the office in person!</p>	<ul style="list-style-type: none"> <li>The female character sitting behind the cubicle is smiling and waving, looking right.</li> <li>The female character standing is smiling with hand in pockets.</li> <li>The male character sitting on the couch is texting on his phone.</li> </ul>	

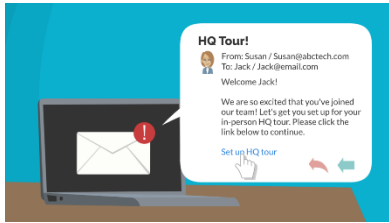
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<p>character is sitting on the couch. There is a water cooler to the right of the couch.</p> <ul style="list-style-type: none"> <li>A female character enters the waiting room.</li> <li>Text on screen: <b>ABC Tech</b> It is on the wall in the center of room.</li> </ul>		<ul style="list-style-type: none"> <li>The female character enters the scene from the right and walks to the left to the desk. She is facing left and smiling, holding a file.</li> </ul>	
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25. HQ Email			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Text on Screen: <b>HQ Tour!</b> From: Susan/Susan@abctech.com To: Jack/ Jack@email.com Welcome Jack! We are so excited that you've joined our team! Let's get you set up for your in-person HQ tour. Please click the link below to continue. <a href="#">Set up HQ Tour</a></li> <li>Computer on desk with white envelope on the screen.</li> </ul>	<p>[Susan] You will receive an email in the next few weeks to set up a time and travel arrangements. We can't wait to meet you in person and give you a more thorough look at the company!</p>	<ul style="list-style-type: none"> <li>White envelope with white exclamation in red circle pops up on computer screen.</li> <li>White text bubble pops up after envelope.</li> <li>Screen text is typed, and Susan pops in as text appears.</li> <li>After text is on the screen, red curved arrow pops in, then green arrow pops in, and finally white pointed finger pops in.</li> </ul>	

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- Black screen text is in large white text bubble to the right of computer. Small image of Susan smiling, from chest up, is to the left of screen text. White pointed finger at bottom pointing to 'Set up HQ Tour' text. Red curved back arrow, and green back arrow, bottom right in text bubble.



26. See you Virtually			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Conference room scene. There is a table with four characters sitting around it. The character closest to the learner, in front of the table, is Susan. There is a female character across from her (behind) and to the left of her. There is a male character to her right.</li> </ul>	<p>[Susan] Until then, we'll see you virtually!</p>	<ul style="list-style-type: none"> <li>All characters are smiling and facing the camera. They are waving.</li> </ul>	

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<ul style="list-style-type: none"> <li>• They are sitting around a table with two computers on it. Behind them is a large screen. It is dark blue. ABC Tech and logo are on it.</li> <li>• Text on screen: ABC Tech</li> <li>• There is a plant on the floor on the far-right side of the screen.</li> </ul>			
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27. ABC Swag 1			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>• There is a neighborhood scene with houses.</li> <li>• A delivery woman is dropping off a box for Tina.</li> <li>• Delivery woman comes on screen from right, and Tina is on the left.</li> </ul>	<p>[Susan] As a welcome to the ABC Tech family, we'll be sending you some swag to use in your office</p>	<ul style="list-style-type: none"> <li>• Scene begins with slide to right transition.</li> <li>• Delivery woman is carrying box and walking to right.</li> <li>• Tina is facing left, smiling and waving.</li> <li>• They meet and exchange the box.</li> <li>• Delivery woman faces right and stands with hands in pockets. Tina turns to right and walks off screen carrying the box.</li> </ul>	


28. ABC Swag 2			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>• Tina's home office. Reference scene 8.</li> </ul>	<p>[Susan] or while you're out and about. Keep an eye out for a package</p>	<ul style="list-style-type: none"> <li>• Tina walks in on right side of screen carrying a box.</li> </ul>	

## Staying Connected While Working Remotely – Storyboard

<ul style="list-style-type: none"> <li>Tina is looking down at box. Four question marks appear around her head. Two on either side.</li> <li>Light blue rectangle is at the top of screen.</li> <li>All objects are dark blue and white: ABC Tech t-shirt is on left, ABC mug is to the right of t-shirt, backpack with logo is next, ABC Tech notebook is on far right.</li> </ul>	<p>from us! Inside you'll find a t-shirt, mug, backpack, and notebook.</p>	<p>She is moving left and facing left. She has a joyful expression.</p> <ul style="list-style-type: none"> <li>When Tina gets to the middle of screen, she faces the camera, looking down, smiling, and opens box.</li> <li>Blue rectangle slides down when audio says, "Inside you'll find".</li> <li>Swag pops in with audio reference.</li> </ul>	
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29. Summary			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"> <li>Susan is in a white circle in the center of the screen.</li> <li>There is a dark blue background with a moving line background pattern.</li> <li>Clapping hands of varying skin tones appear along bottom and sides.</li> <li>Coworkers appear on screen. Tina far left, Lorenzo to right of her (both to left of Susan's circle). Valentina to right of Lorenzo and Mohamed on far right (both on right of Susan).</li> </ul>	<p>[Susan] We want to thank you so much for taking the time to watch this quick video, and are so excited you've joined our team! We hope this has given you a bit more insight into working with your colleagues, and we can't wait to see you soon at headquarters!</p>	<ul style="list-style-type: none"> <li>Scene begins with Iris - circle center transition.</li> <li>Susan is talking, facing camera. She then smiles and waves when audio says, "at headquarters".</li> <li>Hands slide in when Susan says "and are so excited you joined our team". They slide out after that audio section.</li> <li>Coworkers slide up from bottom when Susan says "We hope this has given you".</li> </ul>	

Staying Connected While Working Remotely – Storyboard

30. Closing Scene			
Visuals/Graphics	Script/Audio	Programming/Animation Notes:	Comments
<ul style="list-style-type: none"><li>On screen text: Thank You &amp; Welcome to the Team!</li><li>ABC Tech logo is to the right of the word 'Team'.</li><li>Ending scene is the same as Title Scene, minus a change in screen text.</li></ul> 	<p>[Susan] We look forward to getting to know you more! Thank you and welcome to ABC Tech!</p>	<ul style="list-style-type: none"><li>Scene begins zooming out from waving Susan in scene 25.</li><li>Susan is waving and talking – facing camera.</li></ul>	