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Title : Creating Instagram Informational Videos About
Innovation Services at Immigration Office Class I
TPI Cilacap
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SUMMARY

This final report is based on the job training that was carried out on September 2 - December 3, 2024. The purposes of this report is to create instagram informational videos for the institution and to find out the obstacles and solutions in creating an informational videos at the Immigration Class I TPI Cilacap Office. The innovation services topic was chosen because the institution did not have any videos available in English related to these innovation services. Therefore, it was necessary to create informational videos so that foreigners can learn more about the innovation services provided by the Immigration Office Cilacap.

In Creating this job training report, there are three methods named observation, interview, and documentation. These three methods were carried during the job training. These methods were applied during the job training, which involved creating three informational videos about innovation services, the facilities that support the innovation services process, and testimonials from several passport applicants. The result of the videos was a cinematic videos with English voice-over and English subtitles.

There were three stages in the process of creating informational videos named pre-production, production, and post-production. In the pre-production stages, these included determining the idea, scriptwriting, storyboarding, preparing talent (both technical and non-technical), and making a time schedule. In the production stages, there were video shooting, video editing, and voice recording by the voice-over talent. In the post-production stages, video finishing and video publishing took place. There were several obstacles during the process, but these obstacles can be solved. The final videos was uploaded to the Immigration Cilacap Office's Instagram to help promote the innovation services.

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RINGKASAN

Laporan Tugas Akhir ini disusun berdasarkan praktik kerja yang dilaksanakan pada 2 September - 3 Desember 2024. Tujuan laporan ini adalah untuk membuat video informatif Instagram bagi instansi tersebut dan untuk mengetahui hambatan serta solusi dalam pembuatan video informatif di Kantor Imigrasi Kelas I TPI Cilacap. Topik layanan inovasi dipilih karena instansi tersebut tidak memiliki video dalam bahasa Inggris yang berkaitan dengan layanan inovasi ini. Oleh karena itu, perlu dibuat video informatif agar orang asing dapat mengetahui lebih banyak tentang layanan inovasi yang disediakan oleh Kantor Imigrasi Cilacap.

Dalam menyusun Laporan Praktik Kerja ini, terdapat metode yang digunakan yaitu observasi, wawancara, dan dokumentasi. Ketiga metode ini diterapkan selama praktik kerja berlangsung. Metode-metode ini diterapkan selama praktik kerja, yang melibatkan pembuatan tiga video informatif tentang layanan inovasi, fasilitas yang mendukung proses layanan inovasi, dan testimonial dari beberapa pemohon paspor. Hasil dari video tersebut adalah video sinematik dengan voice-over dalam bahasa Inggris dan subtitle bahasa Inggris.

Ada tiga tahapan dalam proses pembuatan video informatif yaitu pra-produksi, produksi, dan pasca-produksi. Pada tahap pra-produksi, yang termasuk adalah penentuan ide, penulisan naskah, pembuatan storyboard, persiapan talent (baik teknis maupun non-teknis), dan pembuatan jadwal waktu. Pada tahap produksi, dilakukan pengambilan gambar, penyuntingan video, dan rekaman suara oleh talent voice-over. Pada tahap pasca-produksi, dilakukan tahap akhir video dan publikasi video. Terdapat beberapa hambatan selama proses ini, namun hambatan-hambatan tersebut dapat diselesaikan. Video yang dihasilkan diunggah di Instagram Kantor Imigrasi Cilacap untuk membantu mempromosikan layanan inovasi.