

THINGS TO KEEP IN MIND WHEN CREATING A “FILM” PROJECT

PRE-PRODUCTION PHASE:

- CONCEPT / STORY – might come to you from others OR you create it yourself

SCRIPTS / STORYBOARDS & Pre-visualization / SCRIPT BREAKDOWN
– DECIDING COVERAGE & STYLE & “LOOK” of project

- EQUIPMENT NEEDS LIST – Create a Wish List / get \$\$\$ for Rentals (costs come from client); Insurance coverage; purchase or borrow

Technologies & Gear needed for production

- A) Lighting Units / Electric Cabling (Generator?)
- B) Camera Dept. - Video – Which Format? File Type / Encoding? Drives?
- C) Audio Gear
- D) Studio Gear / Studio Time Access (Chroma-key wall, constructed sets, etc.)
- E) Grip Gear – dolly – gimbals / stabilizer / C-Stands / nets & flags?

- LOCATION SCOUTING / TECHNICAL SCOUTING

- A) Release Forms
- B) Bring a camera (take still pix / video)
- C) Addresses, email/phone of building manager's company
- D) Size, usability factors (water, electricity, bathroom, how busy with people?)
- E) Where is the sun? Path across sky?
- F) Will it cost anything? Require security detail?
- G) Noise pollution?

- TALENT

- A) Casting Call / Auditions - Advertise at Acting Schools, Craigslist, Casting Agency, friends (you will need help) – Videotape auditions
- B) Release Forms (printed and ready for use)
- C) Contracts – SAG – AFTRA Union Stuff

- D) Rehearsals (schedule, location to hold them, record them?)
- E) Costuming / Hair / Make-up / Props – plus the people who do that

- EXECUTIVE PRODUCER / MONEY PEOPLE – Acquire some more \$\$\$
- ACQUIRE A CREW – Asking for help
- Predetermine POST-PRODUCTION WORKFLOW (software, codecs, camera format, file types = interoperability & compatibility checks)
- LEGAL / POLICE NOTIFICATION – Acquire PERMITS !!!

PRODUCTION PHASE:

- SHOOTING SCHEDULE
 - A) Shot Breakdown – pairing locations with pages of script to be shot
 - B) Actor Availability – Call sheets (crew as well)
 - C) Equipment for certain days
 - D) EXT. first / INT. second – flipflop on bad days (have a “cover set”)
- CRAFT SERVICES – Food for your crew and talent (and a place to put it after)
- ACCOMMODATIONS – Hotel, motel, RV, just a safe place to hang between shots (TV Studio “green room”)
- PRODUCTION DAYS RECORDING VIDEO –
 - A) WHITE BALANCE VIDEO CAMERA to lighting set-up
 - B) Getting the shots you NEED, staying on schedule, use shooting script
 - C) Actors are ready (best performance) – Multiple Takes
 - D) Keep a shot log (keeps track of shots taken, type, quality, duration, locations, parts of script, preferences) & Line the Shooting Script
 - E) BACK UP MEDIA files on laptop computer or “field drive”

- F) Continuity Checks – (costuming, props, hair, make-up – SCRIPT!)
- G) ATTEND to LIGHTING, AUDIO, CAMERA
- H) B-ROLL (extra footage needed for editing, helps flesh-out visuals)
- I) INSERTS SHOTS [allows editor to “patch” things together when needed]
- J) ROOM TONE & WILD SOUNDS from Audio Recordist
- K) Planning for next shoot day – create appropriate Call Sheets
- L) MEETINGS Dept. Heads – discuss how it went and what will happen next
- M) Review DAILIES when possible

POST-PRODUCTION PHASE:

- EDITING – CUTTING PICTURE AND SOUND ELEMENTS TOGETHER
 - FOLEY / ADR – SFX & Ambience
 - EDITING LOG – Master List of all shots (script breakdown helps)
 - EDITING SYSTEM – have the correct version of software, that you have lots of media storage space, & time on it (lab hour access)
 - COLOR CORRECTION / GRADING – Luminance / Chrominance adjustments
 - Special FX / CG / Titling – TIME CONSUMING!!!
 - ADVERTISING – Film Festivals – Teaser Trailer (YouTube) – Facebook – DVD copies mailers – Viral advertising / Twitter / word-of-mouth
 - DELIVERABLE – FINAL EDIT – completed work – playable DVD, QTmovie, film print, HD / 4K Master output (digital file or tape)
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