

# LMW2 Production Checklist

## PRE-PRODUCTION: PART I

### GROUP CONTACT INFORMATION

Name: Devon Williams Phone: (808)388-5079

Email: dayvonenator2@gmail.com

Notes: \_\_\_\_\_

Name: Natalie Steffen Phone: (650)218-6740

Email: natalsteffen@my.smccd.edu

Notes: \_\_\_\_\_

Name: Jesse Martinez Phone: (650)245-6170

Email: \_\_\_\_\_

Notes: \_\_\_\_\_

Name: Francis Comerford Phone: (510)326-4843

Email: francis.comerford@yahoo.com

Notes: our group likes cheese

### TOPIC DEVELOPMENT (GROUP DISCUSSION):

What is the CORE CONCEPT of this film? (What's this film about?)

Seth Martinez/Prof Pimenta's journey between learning and teaching Capoeira

What are the THEMES of the film?

Growth, Community, Inspiration, Coming of Age

The film will inevitably be different from the topic. Explain how.

Because it's all from Seth's perspective, it's not about the journey itself and about his retelling/retrospective on the journey

Make sure each group member has a basic understanding of the topic. Each group member: what's the most interesting thing to you about this subject?

Group member #1: Devon Williams  
Seth's story & Capoeira

Group member #2: Jesse  
The story and the emotions behind Seth's journey

Group member #3: Francis Comerford  
The movements and practice of Capoeira in modern day

Group member #4: Natalie Steffen  
The history and technical details of Capoeira

What SUB-GENRES will your film fit under?  
Expository,

What APPROACH(ES) will you use to make this film?

Narration and interview audio over b-roll footage related to the topic

Assess each group member's knowledge of your topic. Go through the blog and write down any questions you have, possible leads for film topics and any other ideas to research. Make sure everyone has a basic understanding of the topic. Consider dividing up the group and taking on different aspects of the topic to delve deeper.

Note each group member's knowledge level, and what they know/are focusing on:

<u>Group Member</u>	<u>Knows</u>	<u>About Topic</u>
__Devon Williams__	x a lot <input type="checkbox"/> some <input type="checkbox"/> a little	_____Capoeira and sound production_____
__Natalie Steffen__	<input type="checkbox"/> a lot x some <input type="checkbox"/> a little	__Camera operation and editing_____
__Jesse Martinez__	<input type="checkbox"/> a lot x some <input type="checkbox"/> a little	__Filming and editing & sound_____
__Francis Comerford__	<input type="checkbox"/> a lot x some <input type="checkbox"/> a little	__Camera work, sound production_____

Potential leads and sources for media gathering (fill in this section as you discuss as a group):

WHAT COULD YOU SHOOT: story footage

The classes

Parties and MVMNT studio

Home Life

Childhood neighborhood

WHO COULD YOU SHOOT: interviews:

Prof Pimenta/Seth Martinez

Students & peers

His Master, Mestre Accordeon

Family and friends

WHERE COULD YOU SHOOT: locations

MVMNT studio

Home

Headquarters on San Pablo  
Childhood neighborhood

WHEN COULD YOU SHOOT: events:  
During class  
Planned interviews

WHAT ELSE COULD YOU USE: archives  
Old Capoeira footage  
Seth's childhood videos or pictures

What questions about the topic do group members have?  
What is Capoeira?  
What got him interested in Capoeira?  
What are his hopes for the future?

What needs to be researched? Who/how will this be researched?  
History and culture of Capoeira  
Internet & interview with expert

## GROUP SKILLS:

What skills do group members have?

Group Member	Video Camera	Still Camera	Audio Field Recording	lighting	Video Editing	Sound Editing	Motion Graphics	Music	Producer
Devon		X				X		X	
Natalie	x	X	x		x		x		
Jesse	X					X		X	
Francis	x	x	x		x	x		x	

What would team members like to do?

Group Member	Video Camera	Still Camera	Audio Field Recording	lighting	Video Editing	Sound Editing	Motion Graphics	Music	Producer
Devon		X				X		X	
Natalie	x	X	x		x		x		
Jesse	X					X		x	
Francis	x	x	x		x	x		x	

## **ROLES & RESPONSIBILITIES**

Nominate a producer: this person manages the project planning and schedule.  
Everyone must pick a primary role and secondary role.

Producer: \_\_\_\_\_  
(project planning and master schedule)

Cinematographer: \_\_\_ Devon and Francis \_\_\_\_\_  
(video and still production, media management)

Sound: \_\_\_\_\_ Natalie, Francis \_\_\_\_\_  
(field recording, leveling, mixing)

Music/Score: \_\_\_\_\_ Devon and Jesse \_\_\_\_\_  
(composition, production)

Editor: \_\_\_\_\_ Jesse and Natalie \_\_\_\_\_  
(assembly, roughcut, final cut)

Motion Graphics: \_\_\_\_\_ Natalie \_\_\_\_\_  
(title sequences, information graphics)

Animation: \_\_\_\_\_ Natalie (maybe?) \_\_\_\_\_

Other: \_\_\_\_\_

## **TEAM NAME AND LOGO:**

Team Name:  
Roda de Fuego (Circle of flames)

Logo design notes:  
Literal circle of flames?

Logo design complete

## INTERVIEWS

Subjects:

Who has something to say about your topic? *List as many as you can - not every subject works out! You need to schedule TODAY - shooting takes place in the next two weeks.*

Subject Name	interview about	realistic / fantasy?	contact / lead information phone, email, address	availability / dates	confirmed?
Seth Martinez	His own life	real	(415)430-5109		

### Preliminary Interview Questions

What do you want to know about? How will you get people to talk about the things you want them to talk about? Remember, people don't always think about things in a very clear way and rarely talk in "film ready" sound bytes. Write provocative questions!

What was your childhood like?

Who/what inspired you to learn Capoeira?

What were you involved in before Capoeira?

Can you give a brief history of Capoeira?

How did you get the name Pimenta?

What do you enjoy about Teaching?

What aspirations do you have for the future?

What do you expect out of your students?

Post Interview Questions to blog

## EQUIPMENT PLANNING

*An equipment reservation for an LMW camera kit must be made with the Equipment Room (ER) by Session 2. An LMW camera kit includes: ()*

Equipment Needed for Production:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> video camera(s)_____ | <input type="checkbox"/> still camera(s)_____   | <input type="checkbox"/> tripod(s)_____        |
| <input type="checkbox"/> lighting kit         | <input type="checkbox"/> audio recorder(s)_____ | <input type="checkbox"/> interview mic(s)_____ |
| <input type="checkbox"/> shotgun mic          | <input type="checkbox"/> lavalier mic kit       | <input type="checkbox"/> boom                  |

The Equipment Room info sheet lists available equipment.

## PRODUCTION SCHEDULE

*Commit to a production schedule by the end of Session 2.  
Rough Cut is due for the MIDTERM (Session 8).*

## EVERYTHING TAKES LONGER THAN YOU THINK

Look at when your projects are due and make sure you are giving yourself enough time to work.

OPTIONAL:

- Create a Google calendar for your group. (easier with a Google account)

Include:

- due dates\_\_\_\_\_
- shoot dates\_\_\_\_\_
- recording sessions\_\_\_\_\_
- editing sessions\_\_\_\_\_
- group class schedules\_\_\_\_\_
- other\_\_\_\_\_

## PRE-PRODUCTION: PART II

### PREPARATION AND RESEARCH

- Confirm equipment reservations.
- Confirm travel arrangements.

### LOCATION SCOUTING

Identify good locations for your shoot(s).

Location	Purpose: (interview, scenery, event)	Distance from Campus	Sound Conditions	Lighting Conditions	Access Times
MVMNT studio	Interview	1.1 mi	Kinda echo-y	good	During & after his classes
Seth's childhood neighborhood	Scenery				

### Contingency Plan.

What could affect your shoot? Weather? Noise? Lighting? What will you do if an interview cancels, event cancels, etc.? EXPECT THE WORST.

Noise around the interview place, people coming in and out of the studio

Bad weather

If we get cancelled on, we could shoot b-roll around the studio area, the mural next to the studio, collect footage or media about the neighborhood

## **TRANSPORTATION**

How do you plan to get to your locations?

Devon's car, Francis's car.

## **RESEARCH**

Research your topic deeply before you start. The more you know about your topic, the more you have to discuss with interview subjects. Take notes.

Reading (Books, Magazine, Website)

- Post Reading notes to blog

Viewing (Movies, Videos, News)

- Post Viewing notes to blog

Listening (Radio, Podcasts, Conversations)

- Post Listening notes to blog

## **INTERVIEW: Topic(s) Place(s) Person(s)**

Your interview is a conversation with your subject. Your role is to listen and share with your audience.

- Review preliminary questions.
- Update questions/talking points based on research findings
- Practice asking questions in group before interviewing subjects.

Topics for discussion:

## PRODUCTION

Each day of production needs its own checklist.

### Equipment Checkout:

Do you have everything you reserved?

- camera (s)
- tripod
- batteries
- cables
- mic(s)
- white card
- lights
- other\_\_\_\_\_
- Batteries charged for the shoot?
- Lighting kit lamps working?

### Consumables:

- Storage Media
- consent forms
- pens/pencils
- batteries (disposable)
- snacks/meals
- beverages/water bottles

### Equipment Setup:

Camera:	Audio:	Lighting
<input type="checkbox"/> LMW settings on <input type="checkbox"/> White Balance <input type="checkbox"/> Iris <input type="checkbox"/> Gain <input type="checkbox"/> shutter <input type="checkbox"/> zebra <input type="checkbox"/> neutral density filter <input type="checkbox"/> timecode	<input type="checkbox"/> mics connected <input type="checkbox"/> mics turned on (if needed) <input type="checkbox"/> mic settings checked <input type="checkbox"/> camera inputs set <input type="checkbox"/> gain levels set <input type="checkbox"/> channels set <input type="checkbox"/> headphone volume set <input type="checkbox"/> mic proximity tested	<input type="checkbox"/> backlight check <input type="checkbox"/> lights focused <input type="checkbox"/> shadow check

<input type="checkbox"/> focus/zoom		
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Location Setup:

- equipment placement
- electrical outlets
- lighting sources
- background setup - (move clutter, decide what works in camera frame)
- crew positions

Location Teardown:

- equipment packed
- forms signed
- clean up any trash or mess
- return moved items to where they belong
- check space before leaving for items not packed

Equipment Check-in:

Don't forget to get your footage off the P2 Cards before you return them to the ER. You can return the camera and check out a card reader to do the transfer later.

## POST PRODUCTION

Logging Material: Log and Capture/Log and Transfer

- Set the Final Cut Scratch Disk to project directory (defaults to Media Drive)
- Save the Final Cut working file
- capture media to project directory scratch (capture batch preferred)
- make notes
- organize clips into bins
- save work

Motion Graphics

Group Discussion: Using Motion Graphics in the Project

How can motion graphics work with your project?

Title sequences, pop-up “did you know” type things

Little motion graphics over the history of capoeira part

What style of graphics fit your topic best?

Something simple, not overtly flashy

- Collect Images
- Collect Facts and Information
- Produce motion graphics in After Effects
- Export for use in Final Cut

c Design your lower 3rds. Make sure your design is consistent with your overall theme. Be mindful of what titles you use for your subjects- these words affect how your audience will respond to them.



## **WORKSHOP FEEDBACK**

- Ask for specific feedback about your work (editing, story, tone)
- Take notes of feedback from peers
- Do your peers understand your story?
- Discuss as group
- Decide what feedback requires attention - things that should change in your project.
- Make adjustments to post-production schedule
- Schedule editing suites for continued rough and fine edit work needed ASAP
- Ask for feedback after the workshop. Talk to classmates, friends and instructors

## **MUSIC/SCORE COMPOSITION**

- Create music that works thematically with project
- Make short, ambient soundscapes that move your project along
- Share progress on blog

## **FINE EDIT**

- Refine project editing
- Add b-roll
- Add lower thirds
- Add other graphics and sequences
- review entire project for completeness

## **PICTURE LOCK**

Picture lock is the end of visual editing on the project. The project is visually “locked” and no more changes will be made to the edit sequence from here.

- Review edit

Do you need to make changes? Make them now.

- All changes done.

Group members must agree that the project is at Picture Lock

## **POST-PRODUCTION AUDIO**

Audio editing is usually done after Picture Lock (though with today's tools, it's possible to go back and forth).

- Remove any duplicate or unused audio from project
- Dialog to mono audio, centered in pan
- Separate dialog onto separate tracks
- Make a track for ambience and background sounds
- Apply limiter or compressor to dialog aux if needed
- Adjust background sounds and ambience
- Add music or score to the project
- Adjust the level of the music to dialog
- Listen to the complete project and readjust any levels if needed

## **VIDEO POST PROCESSING**

- Create a nested clip for final processing.

### Color Correction

- Adjust individual sequences or clips by applying color correction directly as needed.
- Adjust overall look of video by nesting the fine edit sequence into a containing sequence.

### Titles

- Add beginning and ending titles to the master sequence

### Export project in high quality (ProRes 422)

- Test the finished file
- Verify the file settings are correct
- Upload finished work to the class dropbox for the project.
- Create aH.264 version for Youtube, Vimeo, etc.
- Upload compressed version to Vimeo or YouTube
- Embed video on project blog.

## **FINAL REVIEW**

- Does the project succeed in communicating its message?
- What kind of feedback has it received?

## **FINAL REVIEW**

Make changes and submit ProRes 422 version for PUBLIC SCREENING.

## **FINAL DISTRIBUTION**

Places to show work

- Online \_\_\_\_\_
- Festivals \_\_\_\_\_
- Distributors \_\_\_\_\_

Wrap! Party!

Don't forget to save your receipts and turn them into Jerry Smith (forms available from your instructor) for a \$50 reimbursement.