

# LMW2 Production Checklist

## PRE-PRODUCTION: PART I

### GROUP CONTACT INFORMATION

Name: Jeff Anderson Phone: 209-915-2802

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Notes:

Name: Charles Huff Phone: 510-789-6346

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Notes:

Name: Ze' John Parker Phone: 925-565-0259

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Notes:

Name: Keith Douglas Johnson Phone: 510-967-5320

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Notes:

### TOPIC DEVELOPMENT (GROUP DISCUSSION):

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

After the rough cut critique we've decided to take the documentary in a different direction. At this point the most doable approach would be to investigate why Don Riggio has been able to maintain such a strong arts program through extreme budget cuts in schools and the arts.

What are the THEMES of the film?

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

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:(Jeff): The students are doing something very similar at their school that we are doing here

Group member #2:(Charles): The students are working with high tech and quality devices to further there learning

Group member #3:(Ze' John): The students are so advanced at a very early age

Group member #4: (Keith): The level of technology that the kids are able to learn and use for free when other schools barely have extracurricular activities.

What SUB-GENRES will your film fit under?  
(Educational/Music Arts)

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

Interview Admin/Teachers/Staff and students of Don Riggo, Show the technology they use and see the students use and work with the technology and or equipment

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>
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Jeff Anderson knows a lot about topic

Charles Huff knows a lot about the topic

Ze'John Parker knows a lot about the topic

Keith D Johnson knows a lot about the topic

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

WHAT COULD YOU SHOOT: story footage

Students using technology. School resources. School events

WHO COULD YOU SHOOT: interviews:

Joan Calonico-School Principal

Chris Anderson-Band Director

Anthony Kolafa-Music Teacher

Makenzie Burnett-Student

Previn Langham-Student

WHERE COULD YOU SHOOT: locations

Don Riggio School:

Multiuse room

Band room

Music lab

Admin buliding

WHEN COULD YOU SHOOT: events:

When the schools schedule allows. Sometime in early December

WHAT ELSE COULD YOU USE: archives

News footage talking about budget cuts in California schools

Stats about programs cut due to budget

What questions about the topic do group members have?

Why don't other public schools have the same programs as Don Riggo?

Are the children at other public schools at a disadvantage?

How are children performing and learning from other public schools compared to Don Riggo?

What needs to be researched? Who/how will this be researched?

How extensive budget cuts in arts programs have been in California.

Some of this information will come out through interviews. Additional research will be done by Keith and Zejohn into the numbers and figures dealing with this subject.

## 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
JA	x	x	x		x	x		x	x
CH	x	x	x	x				x	
ZP	x	x			x	x	x	x	
KDJ		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
JA					x	x		x	x
CH	x	x		x					
ZP	x	x					x	x	
KDJ			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: Jeff Anderson  
(project planning and master schedule)

Cinematographer: Charles Huff/Ze' John Parker  
(video and still production, media management)

Sound: Keith Douglas Johnson/Ze' John Parker  
(field recording, leveling, mixing)

Music/Score: Jeff Anderson  
(composition, production)

Editor: Jeff Anderson, Ze' John Parker  
(assembly, roughcut, final cut)

Motion Graphics: Charles Huff/Ze' John Parker  
(title sequences, information graphics)

Animation Keith Douglas Johnson

Other:(Website Manger) Charles Huff

## **TEAM NAME AND LOGO:**

Team Name: Best Shot Productions

Logo design notes: N/A

Logo design complete N/A

## 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?
Joan Calonico	School events/funding	realistic	209-915-1139	anytime	confirmed
Chris Anderson	Schools events/technology	realistic	209-470-7754	anytime	confirmed
Makenzie Burnett	Student perspective	realistic	n/a	Mon-fri 8-3	confirmed
Previn Langham	Student perspective	realistic	n/a	Mon-fri 8-3	confirmed

### 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!

I want to know how our subjects deal with these topics in everyday life. To get a natural interview I will try to keep the process as transparent as possible. Interviews will be more of a conversation than an interview. If a topic needs to be expanded on or re-recorded we will come back to it later. In order to keep the footage fresh, we will try not to repeat questions unless we really need to.

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
Don Riggio	scenery	1:30hr	outside	outside	7am- 3pm everyday
Band Room	B roll/interview	1:30hr	Great acoustics/ bit reverby	Bright, inside	“ “
Music Lab	interview	1:30hr	quiet	Bright, inside	“ “
Office	interview	1:30hr	quiet	inside	“ “

Contingency Plan.

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

Extreme rain, school lockdown

## **TRANSPORTATION**

How do you plan to get to your locations? Drive

## **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:

During the interview we plan to ask the following questions:

To Students:

- What school events involving technology are you a part of?
- How did you get involved in the tech crew?
- What does the tech crew do?
- How does the tech crew work?
- Do you enjoy working in the tech crew? Why?

For Admin/Teachers:

- How is technology used at Don Riggio?
- What do you feel the benefits of this technology are?
- What are some issues with integrating technology into everyday lesson plans?
- What are some setbacks due to funding?
- How do you hope to advance the use of technology?

Questions to be asked still:

- How has Don Riggio maintained arts programs in spite of budget cuts in schools and the arts?
- What are some struggles of maintaining and advancing these programs?
- How transparent are these issues to the students?
- Are there any examples of these behind the scenes issues directly effecting students?

## **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
<ul style="list-style-type: none"> <li><input type="checkbox"/> LMW settings on</li> <li><input type="checkbox"/> White Balance</li> <li><input type="checkbox"/> Iris</li> <li><input type="checkbox"/> Gain</li> <li><input type="checkbox"/> shutter</li> <li><input type="checkbox"/> zebra</li> <li><input type="checkbox"/> neutral density filter</li> <li><input type="checkbox"/> timecode</li> <li><input type="checkbox"/> focus/zoom</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> mics connected</li> <li><input type="checkbox"/> mics turned on (if needed)</li> <li><input type="checkbox"/> mic settings checked</li> <li><input type="checkbox"/> camera inputs set</li> <li><input type="checkbox"/> gain levels set</li> <li><input type="checkbox"/> channels set</li> <li><input type="checkbox"/> headphone volume set</li> <li><input type="checkbox"/> mic proximity tested</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> backlight check</li> <li><input type="checkbox"/> lights focused</li> <li><input type="checkbox"/> shadow check</li> </ul>

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?

What style of graphics fit your topic best?

- 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.