

# LMW2 Production Checklist

## PRE-PRODUCTION: PART I

### GROUP CONTACT INFORMATION

Name: Evan Brown                      Phone:  
Email:  
Notes:

Name: Hayoung Jo                      Phone:  
Email:  
Notes:

Name: Charlie Weatherford              Phone:  
Email:  
Notes:

Name: Todd Singleton                      Phone:  
Email:  
Notes:

### TOPIC DEVELOPMENT (GROUP DISCUSSION):

What is the CORE CONCEPT of this film? (What's this film about?)  
To show how the K Pop movement got to America and what American fans find appealing about it even with language and cultural barriers.  
Expository, Observational

What are the THEMES of the film?  
Expository – Speaks directly to viewer using VO & titles.  
Observational – To simply and spontaneously observe lived life with minimum intervention.

The film will inevitably be different from the topic. Explain how.  
It will have personal stories and first hand accounts of experience with KPop.  
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: Todd Singleton- Interesting how listeners can enjoy and grow to music because they like the sound and break the language barrier

Group member #2: Evan Brown – The most interesting thing about K Pop to me is seeing the genre take off from Korea and become such a hit in America. I want to find out what makes this happen.

Group member #3: Charlie Weatherford – I think the most interesting thing is how the music has spread to so many countries and became popular with people who cant even speak the language.

Group member #4: Hayoung Jo – I think the most interesting thing about this subject is exploring how a diverse group of people overcome cultural barriers in order to learn more about their favorite artists.

What SUB-GENRES will your film fit under?

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

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>
Evan Brown	<input type="checkbox"/> a lot <input type="checkbox"/> some <input checked="" type="checkbox"/> a little	
Charlie Weatherford	<input type="checkbox"/> a lot <input type="checkbox"/> some <input checked="" type="checkbox"/> a little	
Todd Singleton	<input type="checkbox"/> a lot <input type="checkbox"/> some <input checked="" type="checkbox"/> a little	
Hayoung Jo	<input checked="" type="checkbox"/> a lot <input type="checkbox"/> some <input type="checkbox"/> a little	

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

WHAT COULD YOU SHOOT: story footage  
Convention/panels

WHO COULD YOU SHOOT: interviews:  
People at the convention telling their stories about k-pop

WHERE COULD YOU SHOOT: locations  
LA K-Con.  
K-Town  
Bay Area Interviews.

WHEN COULD YOU SHOOT: events:  
July 31 – Aug 2nd

WHAT ELSE COULD YOU USE: archives  
Youtube music videos, pictures of different popular groups

What questions about the topic do group members have?

What is KPop? How did KPop reach popularity in the U.S.? What originally got fans interested in it?

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

## 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
Charlie	yes	yes	yes	yes	yes	yes	no	maybe	no
Hayoung	yes	yes	yes	yes	yes	yes	not yet	maybe	no
Evan	yes	yes	yes	yes	yes	yes	kind of	yes	no
Todd									

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
Charlie	X	X		X					
Hayoung		X					X		X
Evan	X		X			X		X	
Todd					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: Glory

(project planning and master schedule)

Cinematographer: Charlie  
(video and still production, media management)

Sound: Evan  
(field recording, leveling, mixing)

Music/Score: Evan  
(composition, production)

Editor: Todd  
(assembly, rough-cut, final cut)

Motion Graphics: Glory  
(title sequences, information graphics)

Animation: Charlie

Other:

### **TEAM NAME AND LOGO:**

Team Name: Pedantic Media Productions

Logo design notes:

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 ?
Allysse	Kpop/fans	realistic		8-20-15	done
Kpop Fans	Fan Culture	realistic	KCON 2015	8-1-15 /8-2-15	done

### 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!

- How would you define K-pop?
- How were you first introduced to K-pop?
- What were your initial reactions to listening to K-pop?
- Are you part of any fan clubs? Or at least identify as a certain fan of a group?
- How long do you think the popularity of K-pop will last?
- Did you experience any culture clashes as a K-pop fan?
- What do your friends/family say after hearing your love for K-pop?
- Did some find it odd or did they accept it?
- Have you introduced K-pop to your friends/family who are not familiar with K-pop? What were their reactions? Have you ever been successful?

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:

X video camera(s)\_\_\_\_\_ X still camera(s)\_\_\_\_\_  tripod(s)\_\_\_\_\_

- lighting kit                      X audio recorder(s)\_\_\_\_\_    X interview mic(s)\_\_\_\_\_
- shotgun mic                       lavalier mic kit                       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**

- X Confirm equipment reservations.
- X Confirm travel arrangements.

## LOCATION SCOUTING

Identify good locations for your shoot(s).

<b>Location</b>	<b>Purpose: (interview, scenery, event)</b>	<b>Distance from Campus</b>	<b>Sound Conditions</b>	<b>Lighting Conditions</b>	<b>Access Times</b>
K-con Staples Center, LA	event, interviews, scenery	377 miles	large indoor convention	inside	10am- 7pm
Allysse's House	Story/B-roll	42 miles	quiet studio	natural light	2-4pm

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
- Terrorist attacks
- Restricting filming

## TRANSPORTATION

How do you plan to get to your locations?

- Charlie'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.

X Review preliminary questions.

X Update questions/talking points based on research findings

Practice asking questions in group before interviewing subjects.

Topics for discussion:

- Fans' introduction to K-pop
- Culture clashes

### **PRODUCTION**

Each day of production needs its own checklist.

Equipment Checkout:

Do you have everything you reserved? Yes

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: X

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"/> focus/zoom	<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

Location Setup: X

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

Location Teardown: X

- 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?

Motion graphics can help us explain terms to viewers that aren't familiar with K Pop. They can also help us introduce ideas that we will present visually, to express better.

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?

Yes

- What kind of feedback has it received?

Good for the most part. Final review gave us valuable feedback about our B-roll and our working definitions of Kpop and Kpop fandom.

## **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.