

LMW2 Production Checklist

PRE-PRODUCTION: PART I

GROUP CONTACT INFORMATION

Name: Eric Lozano Phone: 925 332 8115
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Notes: _____

Name: Dean Harvey Phone: 510 375 6363
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Notes: _____

Name: Samuel Gearing Phone: 510 468 0158
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Notes: _____

TOPIC DEVELOPMENT (GROUP DISCUSSION):

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

Highlight causes of homelessness

Focus on daily struggles of unsheltered homeless

Research permanent positive solutions that have already worked in other areas

What are the THEMES of the film?

Poverty, Undesirables in society,

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

We might not find a solution to the issues so we may end up simply focusing on causes and issues

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: Sam Gearing

I have lived in Downtown Berkeley for the last 4½ years. I interact with the vast homeless population on a daily basis. The most interesting thing about this topic is the lack of attention it gets considering how obvious and visible the problem is.

Group member #2: Dean Harvey

I have lived in America all my life and it never ceases to amaze me how we can be called the land of dreams while watching so many shatter. I would like to know why the "American Dream" is so hard to achieve.

Group member #3: Eric Lozano

I'm interested in learning more about the homeless situation and what they go through. To learn about solutions to better their conditions.

What SUB-GENRES will your film fit under?

Non-fiction, Reality,

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

- verite portrait on center street homeless population
- contrast to sheltered homeless
- multiple interviews with homeless and officials
- motion shots of the area of interest
- still shots
- voice overs
- music

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>
Sam Gearing	X a lot <input type="checkbox"/> some <input type="checkbox"/> a little	_____
Dean Harvey	<input type="checkbox"/> a lot <input type="checkbox"/> some X a little	_____
Eric Lozano	<input type="checkbox"/> a lot <input type="checkbox"/> some X a little	_____
_____	<input 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
- Day and night skate down center street
- Stills of people and places
- Street interviews

WHO COULD YOU SHOOT: interviews:

- Rene
- Nomad
- Mike Edwards

WHERE COULD YOU SHOOT: locations
Center St. Berkeley California

WHEN COULD YOU SHOOT: events:
Any day

WHAT ELSE COULD YOU USE: archives
Newspapers
Stills
Animated graphs

What questions about the topic do group members have?
How did this happen? Advise on how to avoid situation. Stereotypes of people in this situation, habits and priorities.

What needs to be researched? Who/how will this be researched?
Nomad
Rene
Statistics – Everyone on the internet

ROLES & RESPONSIBILITIES

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

Producer: __Sam Gearing_____
(project planning and master schedule)

Cinematographer: __Eric Lozano_____
(video and still production, media management)

Sound: __Dean Harvey_____
(field recording, leveling, mixing)

Music/Score: __Sam Gearing & Dean Harvey_____
(composition, production)

Editor: __All_____
(assembly, roughcut, final cut)

Motion Graphics: __All_____
(title sequences, information graphics)

Animation: __Eric Lozano_____

Other: _____

TEAM NAME AND LOGO:

Team Name: Out in the Cold Production

Logo design notes: OITC

Logo design complete X

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?
Rene		realistic			
Nomad		realistic			yes

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!

Name, age, and origin.

How long have you been homeless? Why?

What's more important food, or shelter?

If you could sit and have a conversation with anyone who would be? What would you say?

If you were the president how would end homelessness?

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)_____ | X tripod(s)_____ |
| X lighting kit | X audio recorder(s)_____ | <input type="checkbox"/> interview mic(s)_____ |
| <input type="checkbox"/> shotgun mic | X 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** October 6th 8th 20th _____
- 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
Center Street	Interview, Scenery	Approx. 3 miles	Noisy	Moderate	24/7
Sliderbar	Interview	Approx. 3 miles	OK	Good	Noon- Midnight
Café Rio	Interview	Approx. 3 miles	OK	Good	9am- 7pm

Contingency Plan.

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

Find someone else.

Move indoors during inclement weather.

Over dubs for bad sound.

L cuts and J cuts for bad lighting.

TRANSPORTATION

How do you plan to get to your locations?

Walk. Public transit!!!!!!

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)

X Post Reading notes to blog

Viewing (Movies, Videos, News)

X Post Viewing notes to blog

Listening (Radio, Podcasts, Conversations)

X 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:
 What are the causes
 What are the solutions

PRODUCTION

Each day of production needs its own checklist.

Equipment Checkout:
 Do you have everything you reserved?

- X camera (s) X tripod X batteries X cables
- X mic(s) X white card X lights other_____

- X Batteries charged for the shoot?
- X Lighting kit lamps working?

Consumables:

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

Equipment Setup:

Camera:	Audio:	Lighting
X LMW settings on X White Balance X Iris X Gain X shutter	X mics connected X mics turned on (if needed) X mic settings checked X camera inputs set X gain levels set	X backlight check X lights focused X shadow check

X zebra X neutral density filter X timecode X focus/zoom	X channels set X headphone volume set X mic proximity tested	
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Location Setup:

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

Location Teardown:

- X equipment packed
- forms signed
- X clean up any trash or mess
- X return moved items to where they belong
- X 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

X Set the Final Cut Scratch Disk to project directory (defaults to Media Drive)

X Save the Final Cut working file

X capture media to project directory scratch (capture batch preferred)

X make notes

X organize clips into bins

X save work

Motion Graphics

Group Discussion: Using Motion Graphics in the Project

How can motion graphics work with your project?

Title

Logo

Lower thirds

What style of graphics fit your topic best?

X Collect Images

X Collect Facts and Information

X Produce motion graphics in After Effects

X 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.