

LMW2 Production Checklist

PRE-PRODUCTION: PART I

GROUP CONTACT INFORMATION

Name:Will_Brodsly Phone:510-361-9631

Email:WillBrodsly@hotmail.com

Notes:_____

Name:Mary Bueno

Phone:925-207-7802

Email:MeariiB.94@gmail.com

Notes:_____

Name:Oscar San Miguel

Phone:510-269-3987

Email:osanmiguel1996@gmail.com

Notes:_____

Name:Madison_McCully

Phone:650-218-0015

Email:firedrake820@yahoo.com

Notes:_____

TOPIC DEVELOPMENT (GROUP DISCUSSION):

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

We are going to examine how schools are slowly losing the benefits of art in education, and how the Crucible helps fill that void in their Bay Area Community.

What are the THEMES of the film?

Community, education, art

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

The topic is the Crucible, but the film will show the school helping provide an artistic outlet for students.

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:

The Crucible is a special place to me. When I was going through my depression, I took classes at The Crucible, and it really helped me through it. Helping to show people about the school is what interests me most.

Group member #2:

I'm really interested in seeing someone create something extraordinary. Fire is cool too, so seeing that will be fun.

Group member #3:

I am interested in how the crucible functions in the community and how it influences it. I am also quite interested in crafting via fire, especially considering the crucible has glassblowing since that is what my project was about in the first place.

Group member #4:

I like fire. My dream house has a smithy attached to it. I want to be able to forge weapons and knives and things like that and make all of the fantasy weapons real.

What SUB-GENRES will your film fit under?

Cultural/Social Issues, General Non-fiction

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

Cinema verite, interview footage, stills

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:

Group Member

Knows

About Topic

_____ a lot some a little _____

_____ a lot some a little _____

_____ a lot some a little _____

_____ a lot some 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

Arriving at the Crucible, shooting the classes, close ups of actual machines being used, close ups of blacksmithing techniques, establishing shots of the smithy, shots of the building.

WHO COULD YOU SHOOT: interviews:

Carla Hall, Chris Niemer, students if they acquiesce, other faculty members, anyone renting studio time for personal projects

WHERE COULD YOU SHOOT: locations

The Crucible. I think that's self explanatory.

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: _____
(video and still production, media management)

Sound: _____
(field recording, leveling, mixing)

Music/Score: _____
(composition, production)

Editor: _____
(assembly, roughcut, final cut)

Motion Graphics: _____
(title sequences, information graphics)

Animation: _____

Other: _____

TEAM NAME AND LOGO:

Team Name: Curious Fox 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?

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!

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:

- video camera(s)_____
- still camera(s)_____
- tripod(s)_____
- lighting kit
- audio recorder(s)_____
- 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

- 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
The Crucible	Yes				

Contingency Plan.

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

TRANSPORTATION

How do you plan to get to your locations?
Carpooling.

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)
- mic(s)
- tripod
- white card
- batteries
- lights
- cables
- 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"/> 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:

- 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.