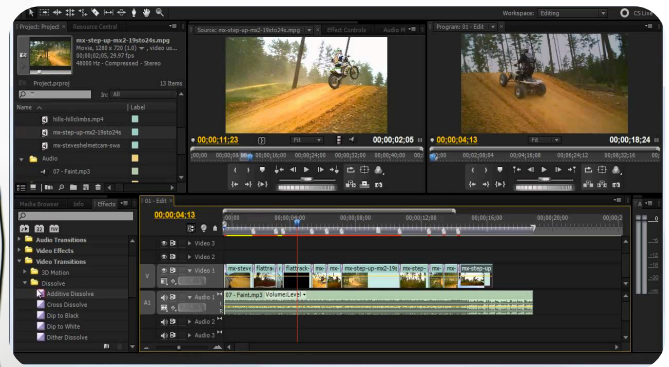
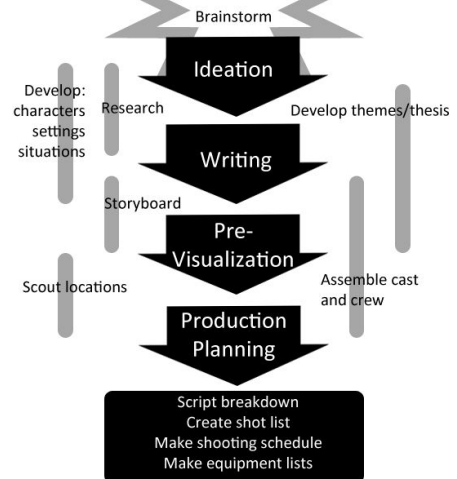


# Production Guide Handbook

## Media Pre-Production Process



## Stages of Production – 3Ps

### Tools of the trade:

As production activity intensifies, it is imperative that all students have the following for production:

- **Headphones**
- **External Hard-drive for audio/visual editing** (Advise: Seagate and Western Digital, 500Gb plus)
- **8GB plus USB** (memory stick)
- **16Gb or 32Gb SD Cards** (Advise: 45mb/s plus speed)

# Overview

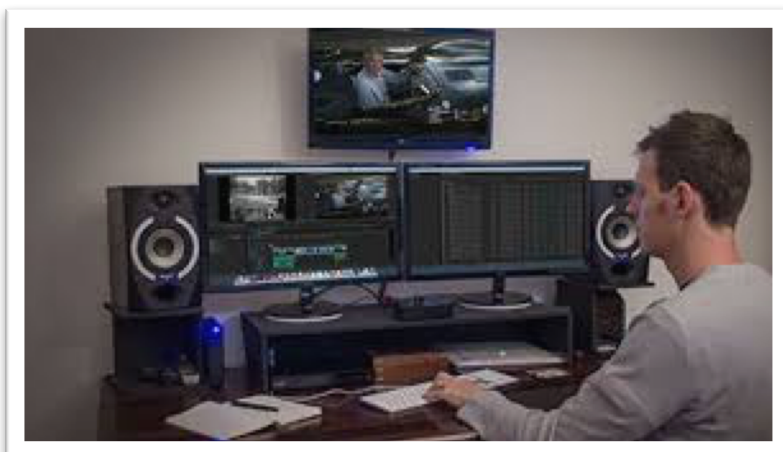
**Good industry practice** - *'Effective pre-production (planning), lead to smooth production and post-production'*

The templates in this handbook are there to guide you when planning for production. There are many different versions, you may want to look for a format/version that works for you, or adapt any provided in this handbook to suit your needs.



**Pre-production** - The vital phase of production in which the script, budget, locations, actors and props are planned.

**Production** - The actual filming and creation of the raw elements as required by the script.



**Post-production** - The complete editing and distribution process.

# Check off list

Task	Needed	Check
<b>1 - Pre-Production</b>		
	<ul style="list-style-type: none"><li>• Personal records e.g. logs, records of meetings</li></ul>	
	<ul style="list-style-type: none"><li>• Production Diary</li></ul>	
	<ul style="list-style-type: none"><li>• Records and Evidence of research (various methods to include primary and secondary, both qualitative and quantitative)</li></ul>	
	<ul style="list-style-type: none"><li>• Records of brainstorming and creative thinking e.g. initial ideas, other's ideas, ideas rejected, ideas accepted</li></ul>	
	<ul style="list-style-type: none"><li>• Treatment, Proposal and/or Synopsis</li></ul>	
	<ul style="list-style-type: none"><li>• Crew list and responsibilities</li></ul>	
	<ul style="list-style-type: none"><li>• Script (with various drafts)</li></ul>	
	<ul style="list-style-type: none"><li>• Shotlist and/or storyboard</li></ul>	
	<ul style="list-style-type: none"><li>• Call sheet and/shooting schedule</li></ul>	
	<ul style="list-style-type: none"><li>• Evidence of Recce and Risk Assessment Documentation</li></ul>	
	<ul style="list-style-type: none"><li>• Equipment booking out sheet/documentation</li></ul>	
	<ul style="list-style-type: none"><li>• Contracts and/or consent forms</li></ul>	
	<ul style="list-style-type: none"><li>• Copyright clearances</li></ul>	
<b>2 - Production</b>		
	<ul style="list-style-type: none"><li>• Personal notes</li></ul>	
	<ul style="list-style-type: none"><li>• Call sheets</li></ul>	
	<ul style="list-style-type: none"><li>• Shot logs with all shots taken listed</li></ul>	
	<ul style="list-style-type: none"><li>• Equipment</li></ul>	
<b>3 - Post-production</b>		
	<ul style="list-style-type: none"><li>• Previewing and labelling of shots</li></ul>	
	<ul style="list-style-type: none"><li>• Paper edit</li></ul>	
	<ul style="list-style-type: none"><li>• Offline edit (rough cut)</li></ul>	
	<ul style="list-style-type: none"><li>• Online edit (final with graphics)</li></ul>	
	<ul style="list-style-type: none"><li>• Export</li></ul>	

## Sample Production Schedule/Template

	Week 1	Week 2	Week 3	Week 4	Done
<b>Pre-production</b>					
Production schedule					
Generating ideas					
Research					
Proposal					
Budget	N/A				
Script					
Storyboard					
Recce and Risk assessment					
Call sheet and shooting schedule					
Equipment booking					
Permissions and Consent forms					
Props					
<b>Production</b>					
Filming					
Logging					
Review					
<b>Post-production</b>					
Shot selection and prep					
Rough Cut					
Final Edit					
Export					
Submission					

## Team or Client Meeting Notes and Actions

Production Working Title			Date	
Present			Apologies	
Agenda item	Action	Person Responsible	By when	Notes

## RESEARCH METHODS Guidance Notes

### Types – Qualitative and Quantitative

**Primary Research** – Research that you have conducted yourself and produced original data

**Secondary Research** – Research that has been already conducted and /or published by someone else.

Please ensure that you use credible sources

3 purposes for research activity:

- **Audience research**
- **Market Research**
- **Production Research**

It is important that you understand what these forms of research involve as you will need to apply all three to the practical production research activity you will be undertaking in projects.

Action/Primary Research		Desk/Secondary Research	
Quantitative	Qualitative	Quantitative	Qualitative
Questionnaire	One-to-one interview	Surveys	Books
Surveys	Focus groups	Questionnaire results	Internet articles
	Case studies	Third party database	Periodicals; Newspapers, Magazines
	Recorded interviews	Census	Documentaries and Biographies
	Observations		Third party case studies
	Testing		Research papers/journals
	Participatory Personal/Individual Involvement		Archives, including video
			Other Library resources; e.g. Microfiche
			National Legislation and regulations

Please select the methods that work best for you, and will allow you to gather/collect enough information and data to produce your report.

### Methodology - At least use:

- **1 Quantitative Primary research method**
- **2 Qualitative Primary research methods**
- **1 Quantitative Secondary research method**
- **2 Qualitative Secondary research methods**

## Sample Treatment

Working Title:	Producer: Director: Other Crew:
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Format: Rec - Master - Other -	Date of delivery:
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Duration/Length:	Slot:
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Target Audience: <i>(who is the production aimed for)</i>
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Aim: <i>(1 line that captures the whole thought)</i>
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Programme Description: <i>(3-4 paragraphs explaining idea. NOT THE SCRIPT)</i>
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Resources:
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Budget:
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# Project Proposal

## Project title

What is your working title?

## Aim of project or communication goals

- What do you plan to communicate through your production?
- What **skills** and/or **units** do you plan to improve on and/or develop during your FMP?

## Initial ideas and resources

A general description of your production in a paragraph

## Media, Media forms, technologies and time-scale

- Where do you plan to showcase or use the production?
- What equipment and format do you plan to use for filming and editing?

## Evaluation and review

How will you evaluate your production and how you have ensured that it meets the client's need, including your own performance

## Schedule

A weekly breakdown of activities leading to completion of production



## Roles and Responsibility

### Crew

A list of the various roles required for your production. Each role must have:

- Role:
- Responsibility
- key skills and attributes needed for role

### Your team selection

For each team member you may need to add the following information to support your selection

- Name:
- Contact:
- Role:
- Responsibility:
- Key Skills needed:
- Reasons for selecting this person:
- At what stage will the crew member be required

*\*Refer to the [Creative Skillset](#) website, job roles section to learn more about the various roles and responsibilities*

*\*You may go on to prepare a contract for each team member.*

## Sample Budget

Project Title					
Ref:					
Description	Unit Cost	No. of unit	No. of days	Sub total	Total
<b><u>Pre-production</u></b>					
Producer	£250.00	0	0	£0.00	
Director	£250.00	0	0	£0.00	
Production manager	£100.00	0	0	£0.00	
Research	£80.00	0	0	£0.00	
Miscellaneous	£100.00	0	0	£0.00	
Insurance	£150.00	0	0	£0.00	
Stationery	£50.00	0	0	£0.00	
Travel expenses	£50.00	0	0	£0.00	
Sub total					£0.00
<b><u>Production</u></b>					
<b>Crew</b>					
Director	£250.00	0	0	£0.00	
Production manager	£100.00	0	0	£0.00	
Cameraman	£150.00	0	0	£0.00	
Camera assistant	£80.00	0	0	£0.00	
Art Director	£200.00	0	0	£0.00	
Soundman	£120.00	0	0	£0.00	
Grip	£80.00	0	0	£0.00	
Runner	£50.00	0	0	£0.00	
Production stills op.	£100.00	0	0	£0.00	
Sub total					£0.00
<b><u>Equipment</u></b>					
Camera Kit inc. sound	£250.00	0	0	£0.00	
Lighting	£50.00	0	0	£0.00	
Talkback system	£50.00	0	0	£0.00	
SD Cards	£50.00	0	0	£0.00	
Transport	£50.00	0	0	£0.00	
Catering	£50.00	0	0	£0.00	
Sub total					£0.00
<b><u>Post-production</u></b>					
Producer	£250.00	0	0	£0.00	
Director	£250.00	0	0	£0.00	
Production manager	£100.00	0	0	£0.00	
Off-line edit	£80.00	0	0	£0.00	
On-line edit	£400.00	0	0	£0.00	
Tapes	£10.00	0	0	£0.00	
Duplication	£10.00	0	0	£0.00	
Graphics and touch-ups	£200.00	0	0	£0.00	
Processing and prints	£100.00	0	0	£0.00	
Music/Soundtrack	£400.00	0	0	£0.00	
Voice-over	£100.00	0	0	£0.00	
Sub total					£0.00
Total					£0.00
Rates above may not apply to you, the daily rates can be negotiated. Look at BETCU for guidance on industry rates					

# Storyboard Sample

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Producer: \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_

Video

Time

Audio

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Sample storyboards from **'Troops'** - an excellent short film set in the Star Wars universe by Kevin Rubio & Co. Art Director - Eric Hilleary.

- [Stormtroopers and speeder bikes \(full size\) \(62K gif\)](#)

## Risk assessment Sample 1

Hazard	Persons who may be harmed	Any property which may be damaged	Risk controls in place	Level of Risk LOW, MODERATE, HIGH, EXTREME	Any further action required to control risk
Emergency Service details:					
Assessor:					
Review required:			YES	Date:	
			NO		

Impact →	1	2	3	4	5
Probability ↓	Negligible	Minor	Moderate	Significant	Severe
(81-100)%	Low Risk	Moderate Risk	High Risk	Extreme Risk	Extreme Risk
(61-80)%	Minimum Risk	Low Risk	Moderate Risk	High Risk	Extreme Risk
(41-60)%	Minimum Risk	Low Risk	Moderate Risk	High Risk	High Risk
(21-40)%	Minimum Risk	Low Risk	Low Risk	Moderate Risk	High Risk
(1-20)%	Minimum Risk	Minimum Risk	Low Risk	Moderate Risk	High Risk

## Risk Assessment Sample 2

PRODUCTION RISK ASSESSMENT FORM		
PRODUCTION TITLE:		
PRODUCTION NO:	Production Office Phone:	
STUDIO DATES:	FILMING/OB DATES:	
STUDIO ADDRESS:	LOCATION ADDRESS:	
Unit Manager:	Office Phone:	Mobile:
DETAILED Description of the activity / production		

## HAZARD CHECKLIST

		Tick			Tick		Tick
1	Access/egress blocked/restricted		18	Hazardous substances: chemicals/dust/fumes/poisons/asbestos/battery acid etc./waste disposal		35	Scenic/set materials - not fire retardant/toxicity tested
2	Alcoholic drinks/hospitality		19	Heat/cold, extreme weather climate		36	Scenery manual handling difficulties
3	Animals/insects (wild, performing etc.)		20	Heavy loads on studio floor/rostra		37	Scenic materials: glass/polystyrene
4	Any special prop, tool etc., under the direct control of the presenter, artist etc.		21	L.P.G./bottled gases		38	Smoking on set/studio
5	Audience safety/public/crowds/violence/civil unrest		22	Lasers/other bright lights/strobes		39	Special 'flying'/technical rigs
6	Compressed gas/cryogenics/low temperature		23	Lifting equipment, e.g. forklift LOLER		40	Special needs/children/elderly/disabled
7	Confined space/ tanks/mines/caves/tunnels		24	Live electrical equipment		41	Special visual effects: rain/snow/fire/smoke/steam/dry ice/heat
8	Derelict buildings/dangerous structures/isolation of services/waste control		25	Machinery proximity		42	Scenery/props storage on premises
9	Diving operations		26	Night operations		43	Stunts/dangerous activities/hazardous props
10	Explosives, pyrotechnics, fireworks		27	Noise/high sound levels		44	Technocrane/camera cables/camera movement/special cable runs/scanners
11	Falling objects		28	Portable tools above 110v		45	Vehicles/motorcycles/speed
12	Fatigue/long hours/physical exertion/stress		29	Practical flame/fires/flambeaux		46	Water/proximity to water/tanks
13	Fire Prevention/Evacuation Procedures		30	Radiation - sources/equipment etc.		47	Weapons/knives/firearms
14	First Aid/Medical Requirements		31	Recording/shooting outside of LWT studios/OBs/PSC		48	Work at height: zip-up/ladders/talascopes etc.
15	Flammable materials: painting/spraying needed		32	Risk of infection		49	Working on grid/ 'truss' etc.
16	Flying/aircraft/balloons/parachutes		33	Scaffolds/rostra/decking/platforms/practical staircase/walkways on set		50	Working/storage under seating
17	Freelance crews, scenic ops		34	Scenery/flats over 12 ft x 10 ft/non-standard shape/centre of gravity. Flown from grid		51	Other

- **Identify which hazards are involved in the production and tick the appropriate box above.**
- **State overleaf whether risks associated with each identified hazard is either high, medium or low.**
- **Specify control measures to be adopted to reduce risk state to an acceptable level, and state the resulting risk factor.**
- **Inform those persons exposed to any risk of the control measures to be adopted.**
- **The form must be signed by the originator and the producer, and copied to:**

Unit manager		Crew / Cast	
Head of Production			
HODs		H&S Advisor	

*please type or write clearly - an illegible form is null and void !*

Hazard Number + Identity of Persons Exposed	<b>MAIN RISKS IDENTIFIED</b> <i>(Describe risks and state if considered to be high (H), medium (M) or low (L) before any controls are introduced.</i>	<b>EXISTING &amp; ADDITIONAL CONTROLS TO MANAGE RISKS</b> <i>Include names of experts or contractors to be used. Indicate the risk state after control initiatives are introduced.(H/M/L)</i> Specify <b>who</b> is to ensure the measures are <b>implemented</b> and <b>that they are effective</b> .	Final risk level is acceptable

State whether persons 'at risk' are: Staff(**S**), Freelance(**F**), Contractor(**C**), Performer/Presenter(**P**), Public(**U**)

**If necessary, continue on extra sheets** | **NUMBER OF ADDITIONAL SHEETS ATTACHED**

**COMPLETED BY:** (print) | **POSITION:**

SIGNATURE: | DATE:

*I am satisfied that the above constitutes a proper and adequate risk assessment in respect of this production. If any changes are made, the risk assessment will be reviewed.*

**PRODUCER:**(print name)

SIGNATURE: | DATE:

# Production Call Sheet

**Working Title:**

**Producer:**

**Director:**

<b>Location:</b>	<b>Date:</b>	<b>Call time:</b> <b>Break:</b> <b>Wrap time:</b>
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<b>Production Team</b>		
<b>Crew</b>	<b>Role</b>	<b>Email</b>

<b>Location Contact</b>	<b>Contact details</b>

<b>Client</b>			
<b>Client Contact</b>	<b>Role</b>	<b>Email</b>	<b>Contact</b>

<b>Interviewees/Talent</b>	<b>Title</b>	<b>Set call</b>

<b>Emergency Contacts</b>	<b>Address</b>	<b>Contact Details</b>
Nearest Police Station		101
Ambulance/Hospital		

<b>Location 1</b>	<b>Scenes/shots</b>	<b>Time</b>
BOA Television Studio		Start: Finish:

Notes:

<b>Equipment</b>
Camera - JVC GY-HM100 Camera 32GB SD card Libec Tripod Audio Technica AT 897 Shotgun mic, boom pole and 2x 2m XLR cables Lighting – 3 x LEDGO panels with solid stands

PS: We expect a high level of professional conduct from all those involved in this production. Food and refreshments will be made available for cast and crew

**NO ALCOHOL ALLOWED ON SET**

Below is a map of location



## Sample Consent form

Research and find one that suits

Name ..... Tel .....

Contact address .....

.....

Email .....

To properly utilise contributions in our audio-visual production, it is imperative that **Production Company name** secures the rights and permissions to any submitted images, video or audio works to be used in our productions. This Agreement expresses those terms and the transfer of ownership and rights to **Production Company name**.

For consideration which I acknowledge, I consent to the video and audio recording of my statements and grant to **Production Company name** and our assigns, licensees and successors the right to copy, reproduce, and use all or a portion of the statements, ("the Interview") for incorporation in the following work .....("the Work"). I permit the use of all or a portion of the Interview in the Work in all forms of media including advertising and related promotion throughout the world and in perpetuity. I grant the right to use my image and name in connection with all uses of the Interview as incorporated in the work.

I release **Production Company name** and our assigns, licensees and successors from any claims that may arise regarding the use of the Interview including any claims for defamation, invasion of privacy or infringement of moral rights, rights of publicity or copyright. I acknowledge that I have no ownership rights in the Work. **Production Company name** is not obligated to utilise the rights granted in this Agreement. I have read and understood this agreement and I am over the age of 18. This agreement expresses the complete understanding of the parties.

I am 18 or over.

Signed ..... date .....

If the model is under 18 year of age, a parent or legal guardian must also sign:

Parent/guardian..... date .....

## Audio/Visual Recording Equipment currently available

Ensure that you book your equipment at least 24 hrs in advance to avoid disappointment

<p><u>Modular HD Video Cameras:</u> Canon <b>C100 MKI and MKII</b> (AVCHD)</p> <p><u>ENG Cameras</u> Sony NEX-<b>EA50E</b> (AVCHD) Sony <b>NX70E</b> (AVCHD) Sony <b>NX5</b> (AVCHD) Canon <b>XF105</b> Sony <b>Z7</b></p> <p><u>Handycams</u> Panasonic <b>SD900</b> (AVCHD) Canon Legria <b>HFS200</b> (AVCHD)</p> <p><u>Action Cameras</u> Go Pro <b>Hero Black 5</b> Go Pro <b>Session 5</b></p> <p><u>DSLR cameras:</u> Canon <b>5D MK III</b> Canon <b>7D</b> Canon <b>600D</b> cameras Canon <b>700D</b> cameras Nikon <b>D40</b> cameras</p> <p><u>Lens</u> Canon <b>18 - 55</b> Canon <b>50mm</b> Canon <b>28mm f/1.8</b> Canon <b>24-105</b> Canon <b>24-70</b> Sony <b>50mm</b> Sony <b>18-105</b> Macro – Canon <b>100mm</b> Ziess Lens for Sony</p> <p><u>HDMI 4.4.2 Recorders:</u> <b>Atomos Ninja-2</b> HDMI Deck</p> <p><u>Mobile Media:</u> Apple iPod touch 16GB Joby GripTight GorillaPod iRig Pre Universal Microphone Interface</p> <p><u>Audio:</u> Tascam DR05 Audio Recorders Marantz PMD661 Audio Recorders Zoom H1 Audio Recorder</p>	<p><u>Tripods:</u> Large Manfrotto Video Tripods Libec Tripod</p> <p><u>Matt Box, follow focus &amp; plate:</u> Cinebox</p> <p><u>Monopods / Other:</u> Manfrotto monopods Manfrotto figrig Shoulder rig with focus puller</p> <p><u>Lighting:</u> LEDGO 600BCLK portable lighting panels Gekko Portable (backpack) three-point lighting kits – 2 x K7 / 1 x LED panel red head lights Arri 600 and 150 lights Lishuai on camera light</p> <p><u>Audio Peripherals:</u> Sennheiser Boom Mic Rode NTG2 Shotgun Mic Sennheiser MD24/MD42 Reporter Mic Audio Technica AT804 Reporter Mic Sony radio clip mic Sennhieser radio clip mic Sony wired (XLR) Clip Mic Shure VP64 reporter mic Rode Boom Poles &amp; Handles</p> <p><u>Drone:</u> DJI (DJI-PHANTOM-3-STANDARD) Phantom 3 Standard</p> <p><u>Misc:</u> Canon Flash Gun 430EXII – 2337 Lilliput Location monitor Portabrace raincovers (EA50) Portabrace large camcorder bags Sony large camcorder bags Rycote Softie a handle and wind shield Mic Stands XLR Cables</p>
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## Post-production

We **strongly advise** everyone to purchase an **external hard-drive** to work from.

- **Preview** and **log** all your audio and video clips if you have time
- Try using video software or media browser for logging video clips
- Organise your selected shots into folders prior to opening the editing software

