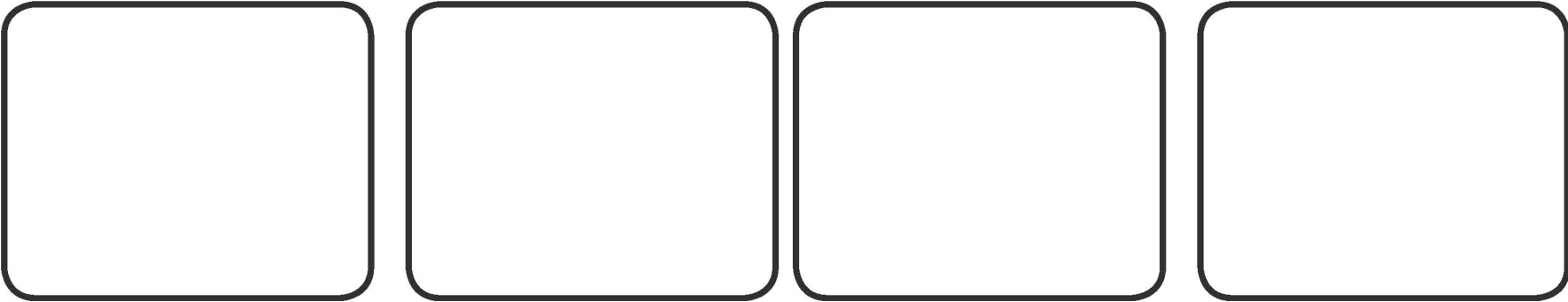




# Pre-Production

Week 4 - Documentary Filmmaking 101 (MOOC)



Name:



# Pre-Production entails...

- Scheduling
- Crewing
- Equipment planning
- Budgeting continued
- Legal releases
- Storyboard
- Shot List

# Scheduling

- **Book your interviews** (subject availability is key)
- **Work backwards** from there
- Create a **timeline** on a calendar of all phases
- **Finalize schedule and call sheets**

# Timeline

May 2015

1	2	3	4	5	6	1	2	3	4	1										
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29					
									30											

■ test

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
	Development					
5	6	7	8	9	10	11
Development	Pre-Production					
12	13	14	15	16	17	18
Pre-Production						
19	20	21	22	23	24	25
Pre-Production			5:00 PM SHOOT DAY 1	5:00 PM SHOOT DAY 2	Post-Production	
26	27	28	29	30	31	1
Post-Production						

# Schedule

- **Date, location, arrival time, shooting duration.** Be realistic, not optimistic!
- **Scenes to be shot** - list should be shooting order
- Determined by subject availability, locations, day / night, transport, equipment.

# Call Sheet

- A Call Sheet is the **key document** that is distributed on any film shoot to **inform all involved of the day's plan**. Including:
- **Title** of film
- the **date**
- the **crew call time**
- **location address(es)**
- **call sheet #**
- **contact phone numbers**
- **weather forecast**
- **health and safety** info including nearest hospital
- **schedule**
- **special instructions**
- **equipment**, transport info, location facilities, and a map on the back. \*\*See example on website.

# Crewing

- While you will be fulfilling all roles yourself on this project, documentary crews usually consist of a minimum of **director, camera operator, sound recordist, a producer and production assistant.**
- In your case, it is critical to have one other person on set.



# Equipment





# Equipment

- Not everyone in the course will have the same access to equipment.
- **You can record with any camera**, as long as you can **record quality audio**. If you opt to do a non-interview documentary, you have more options without sync audio.
- **iphone, DSLR or video camera**, as long as you can import your footage to a computer with editing capability.
- Do your **research** on video and sound quality. More details in the camera/lighting lesson.

# Budgeting

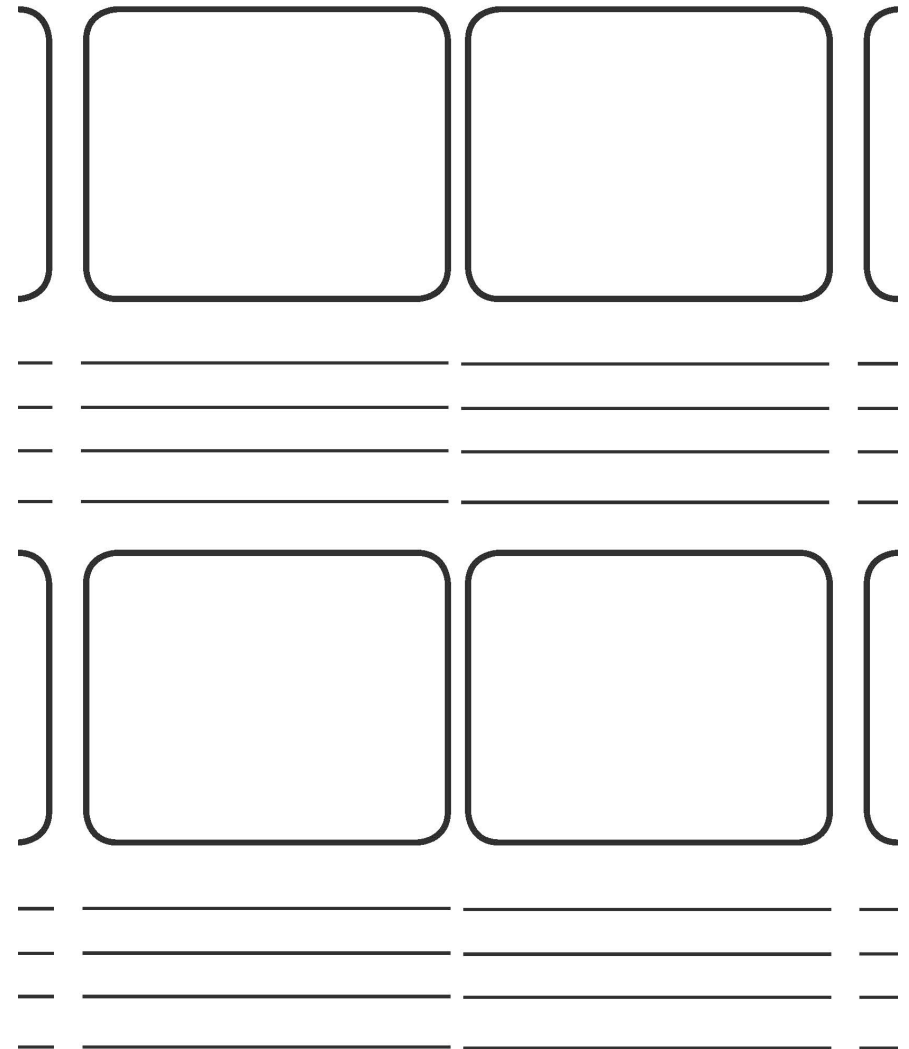
- Refer to your budget from your proposal and **update your *actual amounts*** now that you have a better idea about your locations, shoot days, etc.
- Continue to update your budget. You should make every attempt to *stay on budget*.

# Legal Releases

- One of the most important parts of shooting a documentary is to **secure the signature of the subject on a 'talent release'**.
- Without this release, you cannot show the documentary legally and you will not be able to distribute or sell it. Do this *at the beginning of your shoot!*
- Lawyer or template

# Storyboard

- Storyboards are less used on documentaries as they are on fiction, however, it is wise to **draw out the framing of your intended shots** prior to the shoot and discuss with your team.
- Shooting films is *visual* and therefore the storyboard is very useful.



# Shot List

- A complete numbered shot list, composed by the director, is very important to have in advance of the shoot day, **in order to schedule and also determine how things will be edited later.** The director, camera op and PM would discuss the shot list from their unique perspectives.

# Inter-Activity

- Complete all pre-production paperwork:
- Schedule, timeline, all call sheets
- Update budget
- Crew list
- Equipment - rationale / research
- Legal Releases
- Shot list and storyboard