

90 Second Challenge Resource: **Plan**

Now you have your storyboard and script, it is time to plan your production. It is the producers' role to make sure the budget and schedule stay on track and that the piece of work gets completed.

Crew

A film crew is a group of people who come together for the purpose of producing a film. Crew are distinguished from cast, the actors who appear in front of the camera or provide voices for characters in the film.

Depending on what sort of production you are making, you may require the following:

- Film Director - responsible for overall content and artistic vision of the film.
- Producer - responsible for keeping production on schedule and within budget.
- Continuity Person - keeps track of what has been filmed and ensures consistency is maintained from shot to shot.
- Production Designer - responsible for the visual appearance of a production.
- Camera Operator - operates the camera during shots.
- Lighting Technician - sets up and controls lighting equipment
- Sound Producer - responsible for recording all sound on a set.
- Boom Operator - responsible for microphone placement and movement.
- Sound Designer - responsible for all aspects of a film's audio track.
- Music Supervisor - works with composer, mixers and editors to create and integrate the film's music.
- Foley Artist - creates and records sound effects.
- Film Editor - edits the film
- Catering - very important to remember to feed your cast and crew.

These roles may be doubled up or may not be necessary at all.

Production Schedule

A good production schedule will ensure that the piece gets completed on time. You should plan all of the stages you will go through, from casting and storyboarding, to shooting or animation and when you want to submit it.

You do not need to make the piece in the same order as your storyboard, It may be more sensible to group together similar sections of the piece and make them at the same time.

Think about:

- Access to venues
- Access to equipment
- Access to cast/crew
- What will your cast need to be wearing?
- What happens in bad weather?

Plan each day of production and circulate your notes to the cast and crew members.

Channel 4's Making Movies website has a call sheet template which you may want to use:

http://www.channel4.com/film/makingmovies/downloads/call_sheet_shorts.doc

Budget

Even when making a 90 second piece of content, budgets for different projects will vary. Whether you have minimal money or a significant budget, it is important to allocate costs before you begin and keep track of spending as the production progresses.

There are many ways of saving money when making short films, borrowing equipment, drafting in friends and colleagues as crew members and getting sponsorship are just a few. Here are some of the areas of expenditure you need to consider before making the film.

- Cast and crew
- Venue/location
- Travel expenses
- Food and drink
- Insurance
- Equipment hire (cameras, computers, lighting etc)
- Tapes
- Costume/props
- Editing
- Music rights

Health and Safety

A producer is responsible for the Health and Safety of anyone involved in production. Make sure you are appropriately insured for what you are doing and that you have risk assessed your activities: think about whether anything you are doing could cause harm to people and weigh up whether you have taken enough precautions or should do more to prevent this harm.