

Project Name: \_\_\_\_\_

Short Project Description: \_\_\_\_\_

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Producer's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Timeline for film production: \_\_\_\_\_

**Meeting Dates/Staff Needed:**

Needs for film (actor/camera person/director/makeup/post, etc):

1 \_\_\_\_\_ dates: \_\_\_\_\_

2 \_\_\_\_\_ dates: \_\_\_\_\_

3 \_\_\_\_\_ dates: \_\_\_\_\_

4 \_\_\_\_\_ dates: \_\_\_\_\_

5. \_\_\_\_\_ dates: \_\_\_\_\_

6. \_\_\_\_\_ dates: \_\_\_\_\_

Shooting Dates/Locations for actors: \_\_\_\_\_

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## **Positions for a Project**

### **Development Functions**

1. Producer
2. Writer
  - a. With a completed script
  - b. As a collaborator to develop a concept

### **Pre-Production Functions**

1. Director
2. Assistant Director (manage shooting schedule and production logistics)
3. Casting Director
4. Location Manager (finds and manages locations)
5. Production Manager (manages the production budget and production schedule)
6. Director of Photography (cinematographer)
7. Art Director (makes sets, costumes, makeup and hair)
8. Production Designer (dresses sets and assembles props)
9. Storyboard Artist (helps Director and Production Designer communicate their ideas to the team through storyboards)
10. Production Sound Mixer (if sound is to be recorded separately from the images – as with film)
11. Sound Designer (creates new sounds and enhances the audio of the film)
12. Composer
13. Choreographer or Fight Choreographer (If dance/movement or fighting is required)
14. Production Interns - to fill the roles of:
  - a. Prop Master
  - b. Gofer
  - c. Script Supervisor
  - d. Stills Photographer

### **Post-Production Functions**

1. Film Editor

### **Identify Equipment Needed:**

1. Camera (define requirements )
2. Lighting
3. Sound Recording Equipment
4. Sound Design Equipment (foley, software,etc)
5. Post-Production Equipment (to include editing equipment, CGI, Animation, etc)