Production Schedule

 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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| **OCTOBER 2016**  |  |  |  |  |  1st  | 2nd  |
| 3rd  | 4th  | 5th **Briefed on Music Video assignment and placed into Groups of four, discussing one another’s crew roles.**  | 6th **Production meeting discussing the idea/script/style and on pitch.**  | 7th  | 8th **Create a Facebook group chat to discuss further on the Music Video assignment one. To also create a Google Drive Folder ‘Music Video Paperwork (2nd Year)’.** | 9th  |
| 10th  | 11th **Group discussion took place after lesson. What are budget will be, the type of camera that will be used. Video references, listening to the song chosen.**  | 12th  | 13th **Upload a Production checklist for crew members, put on Facebook group chat and Google Drive Folder. The due date was set for Thursday 20th October 2016.****Production meeting discussing the script and visuals and whether showing the main character’s full face is needed to show emotion.**  | 14th **Complete Crew and Cast contact details, equipment list.**  | 15th  | 16th **Moodboard and synopsis are completed.** |
| 17th **A draft script is completed.** | 18th  | 19th **Other pre-production work are uploaded to the Google Drive Folder.** **Created a pitch overview.** | 20th **Pitching our group idea on ‘James Blake – Points’ Music Video.** | 21st **Complete production schedule and production checklist.** **Sent a message to actor to confirm appearance.** | 22nd **Actors are confirmed.**  | 23rd **Completed Video Influences document.****Create Prop List, and sort out Travel arrangements a meeting place and so on.**  |
| 24th  | 25th | 26th **Thomas (editor) to create title and credit list for the music video by Monday 31st Oct, 2016. Create a Location Recce, including photographs, directions,** | 27th **Pako has completed a Shot List.** | 28th **Director and DOP will hire out a Dolly to practise using it and practise using Eva’s Panasonic HG4 camera. Test shooting will be carried out.** | 29th **Confirming with Actors and inform their dress code for shoot day.****Pako and Eva will need to look over shot list and storyboard.**  | 30th **Pako will need to complete a Floor Plan and a storyboard.** |
| 31st  |  |  |  |  |  |  |

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| **NOVEMBER 2016**  | 1st **A lighting test of Three point Red Head lighting kit (800w) and Dedo Lights to be carried out, in (1 hour).****Booking all equipment that is needed for SHOOT DAY. (send a screen shot once booked).****Production meeting, confirming travel/ transport – meeting point.**  | 2nd **Find out if any crew or cast have any allergies.** **Buy snacks for Film Shoot Day 1.****Deadline for pre-production paperwork, upload to google drive folder.**  | 3rd **Director and DOP will look overview the Shot list together.**  | 4th **Collect equipment which was booked out.** **Send crew members and actors the Pre-Production Sheet Day 1.**   | 5th **Confirm with crew members and cast** |  6th **Film Shoot Day 1 between the hours of 8am – 10pm lunch and snacks will be provided on shoot.** |
| 7th **Complete a Shot/ Footage Log Sheet.** **Looking over footage and assembly the rushes, creating a Title and credit list, font format, arranging the shots in the** **correct order.** | 8th **Complete a Continuity Log Sheet.** **Finishing the rough cut edit.** | 9th **Editor to colour correct the edit.**  | 10th  | 11th **Review completed edited footage as a group. And to print out all Final pre-production paperwork and also to upload all production paperwork on google drive folder.** | 12th **Editors paperwork to be completed.**  | 13th **Final edit to be completed and to be uploaded to Vimeo account by 6pm.**  |
| 14th **DEADLINE is today and to upload Music Video to Middlesex University Films Vimeo account.**  | 15th  | 16th **Screening of all Music Videos projects: at 9 - 12:30 in Room CG47** | 17th  | 18th  | 19th  | 20th  |
| 21st  | 22nd  | 23rd  | 24th  | 25th  | 26th  | 27th  |
| 28th | 29th  | 30th  |  |  |  |  |