FILM 010A: FILM PRODUCTION MANAGEMENT: SCHEDULING

Originator

vsassone

Justification / Rationale

The Coachella Valley is a center for location shooting. Identifying pathways to entry-level-jobs in these productions, ie, PA's or production assistants, has been given primary consideration in discussions with our program's local film advisory group, which resulted in courses be developed in production management, specifically budgeting, scheduling, set management and location scouting and management to give students the tools needed to get these jobs. With the popularity of the film program and enrollment growing, both by word of mouth and articulation agreements with high school film, it's time to expand the film curriculum in a practical, employment-related way. These tools will also benefit students interested in producing and directing film and creative content, as understanding the value time and money and managing these resources properly is directly related to a project's success.

Effective Term

Fall 2020

Credit Status

Credit - Degree Applicable

Subject

FILM - Film

Course Number

010A

Full Course Title

Film Production Management: Scheduling

Short Title

FILM SCHEDULING

Discipline

Disciplines List
Broadcasting Technology (Film making/video, media production, radio/TV)
Film Studies
Media Production (Broadcasting Technology)

Modality

Face-to-Face
100% Online

Catalog Description

Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium.

Scheduling is the basis of the entire film production. This course will teach students one of the most important parts of this process - creating a shooting schedule. In doing so, they will learn how to allocate the resources allowed by the budget in a day-to-day schedule that incorporates talent, crew, equipment, locations settings, costumes, props, effects and other elements that are required to shoot on any given day. And they will learn to manage one of the two most valuable resources required to make a film - time.

This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and producing or directing a movie.

Schedule Description

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on any given day. And they will learn to manage one of the two most valuable resources required to make a film - time. Prerequisite: FILM 002A

Lecture Units
1.5
Lecture Semester Hours
27

Lab Units
0

In-class Hours
27

Out-of-class Hours
54

Total Course Units
1.5
Total Semester Hours
81

Prerequisite Course(s)
FILM 002A

Required Text and Other Instructional Materials
Resource Type
Book

Author
Bastian Cleve

Title
Film Production Management

Edition
4th

Publisher
Routledge

Year
2017

ISBN #
0415788773

Class Size Maximum
24

Entrance Skills
Identify and demonstrate an understanding of the development and pre-production process, most especially the importance of scheduling for all resources required for the completion of the film in developing a film or video for production.

Identify and demonstrate a working knowledge of the elements and process of production, post-production and distribution/broadcast and the impact that proper scheduling will have on them.

Requisite Course Objectives
FILM 002A-Identify and demonstrate the elements of pre-production including scripting, scheduling, storyboarding and shot listing involved to successfully develop and prepare an original short film/video for production.

FILM 002A-Identify and demonstrate the elements of production including camera, sound, performance, set protocols and management procedures required to successfully shoot a short film/video.
FILM 002A-Identify and demonstrate the elements of post-production including editing picture and sound, creating basic effects, color correction and titling and final mixing required to successfully edit, finish and deliver a short film/video.
FILM 002A-Identify and demonstrate the elements of exhibition and broadcast required to successfully distribute an original short film/video.

Course Content
- The role of the Unit Production Manager and First Assistant Director
- Breaking down a script for production, in particular for scheduling
- Hiring Cast & Crew: deal memos and contracts in regard to scheduling
- Working with SAG-AFTRA and other unions in regard to scheduling
- Production difficulties and scheduling contingencies

Course Objectives

	Objectives
Objective 1	Analyze all of the underlying resources needed to support a properly scheduled film production.
Objective 2	Outline the process of proper script break-down to tag the required resources
Objective 3	Apply the process of scheduling a production around factors such as interior and exterior, time of day, travel to and from locations, cast and union requirements and resources required.
Objective 4	Demonstrate an ability to manage time and other resources, identify alternative scenarios and create contingency plans.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Analyze a script, its production budget and deal memos to determine a film production schedule.
Outcome 2	Create a film production schedule.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Activity	Breakdown screenplays in preparation for scheduling.
Lecture	The breakdown process; time requirements for script elements; company moves; meal and break times; location shooting; low budget schedules; coverage
Skilled Practice at a Workstation	Use of industry standard Movie Magic Scheduling software.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Computational/problem-solving evaluations	Students learn to use the tools and the process of breaking down a script which they practice in class to a greater and greater degree and utilize, over a series of six to eight assignments outside of class to create schedule draft exercises which they will submit for instructor evaluation.	In and Out of Class
Reading reports	Read and evaluate text and assigned articles with reports to be submitted for instructor evaluation.	Out of Class Only
Mid-term and final evaluations	Testing basic knowledge and skills	In Class Only

Assignments

Other In-class Assignments
- Breakdown a script for scheduling - include, background, props, fx, vehicles & animals in your categories
- Create a schedule stripboard:

- according to location
  - start with days and ease into nights
  - according to cast importance
- Identify the elements required to shoot a scene from a script
- Allocate time to shoot a scene
- Identify various problems that may arise that affect schedule
- Create contingencies

Other Out-of-class Assignments
- Research SAG-AFTRA micro, low, standard and new media budgets
- View films and research their schedules

Grade Methods
Letter Grade Only

Distance Education Checklist

Instructional Materials and Resources

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:
Timely feedback and return of student work as specified in the syllabus
Discussion forums with substantive instructor participation
Chat room/instant messaging
Regular virtual office hours
Private messages
Online quizzes and examinations
Weekly announcements

External to Course Management System:
Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, etc.)

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.
• Private messaging in Canvas will allow the professor to give personal feedback to each student every week on quizzes and/or homework assignments.
• Regular virtual office hours will give students the opportunity to reach out to the professor with questions or concerns, or to follow up on feedback.
• Online quizzes and examinations include feedback from the professor and the opportunity for student interaction.
• Timely feedback and return of student work lets each student know their progress as each module is mastered.
• Posted YouTube audio/video is part of each homework assignment, and is integrated into the Canvas LMS.
• Weekly Announcements in Canvas alert students to upcoming assignments, discussions and quizzes. Students will be encouraged to configure the Canvas app to give them real-time alerts of posted notifications and due dates.
• Discussion Forums with substantive instructor participation, particularly for the term project, invite students to interact with each other and the instructor in analysis and
interpretation of films.

Other Information

MIS Course Data

CIP Code
50.0602 - Cinematography and Film/Video Production.

TOP Code
061220 - Film Production

SAM Code
C - Clearly Occupational

Basic Skills Status
Not Basic Skills

Prior College Level
Not applicable

Cooperative Work Experience
Not a Coop Course

Course Classification Status
Credit Course

Approved Special Class
Not special class

Noncredit Category
Not Applicable, Credit Course

Funding Agency Category
Not Applicable

Program Status
Program Applicable

Transfer Status
Not transferable

Allow Audit
No

Repeatability
No

Materials Fee
No

Additional Fees?
No

Approvals

Curriculum Committee Approval Date
11/21/2019

Academic Senate Approval Date
12/12/2019

Board of Trustees Approval Date
1/17/2020

Chancellor's Office Approval Date
1/21/2020

Course Control Number
CCC000612103

Programs referencing this course
Basic Film Production Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=149/)
Advanced Film Production Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=196/)

Film Production Management Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=269/)
Film Production AS Degree (http://catalog.collegeofthedesert.eduundefined?key=69/)