Production Schedule

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |  |

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |