

FILM 011A: FILM PRODUCTION MANAGEMENT: SCHEDULING & BUDGETING

Originator

vsassone

Co-Contributor(s)**Name(s)**

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Justification / Rationale

This single 3 unit course combines the current two 1.5 unit courses FILM 10A Scheduling and 10B Budgeting. For teaching and enrollment effectiveness, the four Production Management courses are being combined into two. In this case, to teach budgeting properly an instructor must teach and a student must learn how to lay down the groundwork of a schedule.

Effective Term

Fall 2022

Credit Status

Credit - Degree Applicable

Subject

FILM - Film

Course Number

011A

Full Course Title

Film Production Management: Scheduling & Budgeting

Short Title

SCHEDULING & BUDGETING

Discipline**Disciplines List**

Broadcasting Technology (Film making/video, media production, radio/TV)

Modality

Face-to-Face

100% Online

Hybrid

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 will also teach students one of the most important parts of this process - creating a line item budget. In doing so, they will learn all of the various departments, resources and personnel that are required to make a film production possible. And they will learn to allocate one of the two most valuable resources required to make a film - money.

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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Advisory: FILM 002A

Lecture Units

3

Lecture Semester Hours

54

In-class Hours

54

Out-of-class Hours

108

Total Course Units

3

Total Semester Hours

162

Prerequisite Course(s)

Take FILM 002A

Required Text and Other Instructional Materials**Resource Type**

Book

Author

Bastian Cleve

Title

Film Production Management

Edition

4th

Publisher

Routledge

Year

2017

College Level

Yes

ISBN #

0415788773

Resource Type

Book

Open Educational Resource

No

Author

Paula Landry,

Title

"Scheduling Budgeting Your Film - a Panic Free Guide"

Edition

2nd

Publisher

Routledge

Year

2017

ISBN #

978-1138210615

Class Size Maximum

24

Entrance Skills

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.

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.

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.
- The role of the Producer and Line Producer
- The hierarchy of film production - Producers and Directors
- Signing off on a budget - what the Director promises to adhere to
- Breaking down a script for production, in particular for budgeting
- Hiring Cast & Crew: references, deal memos and contracts
- Always checking with SAG-AFTRA and other unions for rates vis a vis budget range
- Laws in relation to working hours/day/week
- Breaks, turnarounds and overtime allowances
- Setting fringe percentages (globals) and tax credit calculations in Movie Magic budgeting software
- Employees vs. Hire Outs
- Insurance needs

Course Objectives

	Objectives
Objective 1	Categorize and define all of the underlying resources needed to support a properly scheduled and budgeted film production.
Objective 2	Employ 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 3	Use the ability to manage time and other resources, identify alternative scenarios and create contingency plans.
Objective 4	Employ the process of proper script break-down to identify the required resources.
Objective 5	Illustrate the process of cross referencing the budget to comply with the film's shooting schedule, addressing factors such as location, cast, travel, union regulations, etc.

Objective 6 Formulate an ability to manage money as it pertains to the resources needed for production of a film and to properly allocate contingencies. .

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.

Outcome 3 Analyze a script to determine the cost of production.

Outcome 4 Develop a detailed budget for a film.

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.
Activity	Breakdown screenplays in preparation for budgeting.
Lecture	Using Keynote presentations, video, computer projection and software demonstration, lecture will communicate the process and principles underlying the script breakdown process and the importance of the proper identification of the resources required to budget a film to facilitate its successful completion and distribution.
Skilled Practice at a Workstation	Use of industry standard Movie Magic Budgeting 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 weekly 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 weekly.	Out of Class Only
Mid-term and final evaluations	Testing basic knowledge and skills once per semester.	In Class Only
Computational/problem-solving evaluations	Script breakdowns and budget drafts will be studied in greater and greater degrees of complexity in class and six to eight out of class exercises and assignments will be submitted for instructor evaluation.	In and Out of Class
Reading reports	Reports written based on text and other readings will be submitted for instructor evaluation.	Out of 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.
- Negotiate contracts and deal memos
- Negotiate clearances and releases
- Negotiate with unions
- Negotiate equipment and design costs
- Navigate pre-production difficulties related to budget

Other Out-of-class Assignments

- Research SAG-AFTRA micro, low, standard and new media budgets
- View films and research their budgets
- Research the costs associated with marketing films

Grade Methods

Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

50

On-campus %

50

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:

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

External to Course Management System:

Direct e-mail
E-portfolios/blogs/wikis

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

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)

Film Advisory Committee Meeting Minutes - Nov 17 2020.pdf

Approvals

Curriculum Committee Approval Date

04/05/2022

Academic Senate Approval Date

04/28/2022

Board of Trustees Approval Date

06/16/2022

Chancellor's Office Approval Date

06/18/2022

Course Control Number

CCC000632412

Programs referencing this course

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>)