



SCREENHOUSE

TRAINING

INTRODUCTION
INTRODUCTION
TO
PRODUCTION
PRODUCTION
MANAGEMENT
MANAGEMENT

A one-day course for graduates,
researchers and new producers.

Screenhouse Training
Introduction To Production Management

This course is for researchers, new producers, graduates and those who would like to get into broadcast production. It's also invaluable for all those going out to make low budget films or video as it introduces all the major areas of programme and production administration – from both a practical and legal standpoint.

The main objectives are to give:

- An understanding of the process of programme making and the roles of key production personnel
- An understanding of the various programme genres and methods of production
- The ability to start up a production office and knowledge to negotiate crew and artists contracts
- How to draw up accurate and appropriate call sheets, production schedules and crew contact sheets
- An appreciation of copyright, Health and Safety, contracts, release documentation and licences and permits
- An understanding of the various production departments, their roles and responsibilities thus ensuring 'money on the screen' and avoiding unnecessary costs
- An understanding of post production paperwork and programme documentation

This is a one day course (1000 – 1600) run by Carol Frankland. Carol has worked in TV since 1982 on all major programme genres for ITV, BBC and various independents – on location, in studio and on outside broadcasts – and has won a number of top awards.

Detailed timetable follows:

Screenhouse Training
Introduction To Production Management

Time	Content
1000	<p><u>INTRODUCTION:</u></p> <p>The Course & Aims The Group The Schedule</p>
1030	<p><u>WHAT DO PRODUCTION MANAGERS& COORDINATORS DO?</u></p> <ul style="list-style-type: none"> • BBC Job Descriptions • What's in a title? • Programme types LIVE, AS LIVE, PRE-RECORDED • The Three phases of programme making
1115	COFFEE
1130	<p><u>PRE-PRODUCTION AND PLANNING</u></p> <ul style="list-style-type: none"> • Where to start? • Setting up the office/filing systems • WHO? WHY? WHAT? WHERE? WHEN? • Contacts and diaries • Schedules and Calls sheets • Crewing up • Casting – and children • Recces, Planning & Prod. Meetings • Copyright • Planning & documentaries
1300	LUNCH

Screenhouse Training
Introduction To Production Management

1400	SHOOTING IN ARKANSAS – AN EXERCISE IN SCRIPT INTERPRETATION
1415	<p><u>THE SHOOT/RECORDING DAY(S)</u></p> <ul style="list-style-type: none"> • THE CALL SHEET • Accommodation & Transport • Green Room • Food, Drink & Toilets! • Make Up, Wardrobe • Release forms • Hire of Equipment and props • First Aid • Payments, Floats, Receipts • Being There! • Audiences • Location Permits and Paperwork
1515	TEA
1530	<u>QUIZ TIME – WHAT, WHEN, HOW MUCH?</u>
1545	<p><u>POST PRODUCTION</u></p> <ul style="list-style-type: none"> • Transmission Lists • Post production schedule • Tapes/DVD's • Copyright & PASC's/PasT • Thank yous – TX Letters • Budget
1615	<p><u>IN SUMMARY</u></p> <ul style="list-style-type: none"> • New Technology – Friend or Foe? • What makes a good coordinator/production manager? • Warning Bells • Arkansas revisited • Where to get help and information • Other training sessions & feedback
1630	ANY QUESTIONS.