


How to Fill Out Production Forms

	Seq#: 3
	Shot Description: bus arrives
	Audio Effects: engine whirrs
	Video Effects: none
Dialogue: More and more students are riding the bus ever since the student parking lot underwent construction	

To **storyboard**, draw a picture of what the CAMERA will be seeing – it should match the shot description including the camera angle (CU, WS, EWS, ECU, MS)

Shot description should both describe the shot, and include a camera angle

Audio/Video – include anything that will be added later or is important to the shot

Dialogue – what will be said during that clip?

Shooting Schedule	Executive Producers:	
	Project:	
	Block:	
Date	Thursday 4/27	
Time	after school, 3:30p	
Scenes	#1, 4, 5 and establishing shot for #11	
Props	16 bottles of Pepsi, nerdy glasses, books, binders, backpacks	
Cast	John, Tiffany, Briana, Jordan, Michael	
Crew	Cam - Alex, PA - Mike, Director - Jackie, Producer - Mel	

Plan which shots will be completed on which days with a **shooting schedule**. List props, cast and crew needed.

This should be completed for your entire script, including cut-a-ways and establishing shots.

Provide each cast and crew member with a script and their schedule!

Project: Yellow School Bus	Group: Titan Productions	Block: 3					
Budgeted							
Above the Line	# Hours	Wage	Total	Above the Line	# Hours	Wage	Total
Director	25	x \$33.50	= \$837.50	Director	25	x \$33.50	= \$837.50
Producer	20	x \$28.50	= \$570.00	Producer	20	x \$28.50	= \$570.00
Talent	6	x \$46.00	= \$276.00	Talent	5	x \$46.00	= \$230.00
Consultant	1	x \$22.00	= \$22.00	Consultant	2	x \$22.00	= \$44.00
other				other			
total above the line budget: \$1,667.00				total above the line cost: \$1,681.50			
Budgeted			Actual				
Below the Line	# Hours	Wage	Total	Below the Line	# Hours	Wage	Total
Camera Op	10	x \$21.50	= \$215.00	Camera Op	10	x \$21.50	= \$215.00
Editor	15	x \$18.50	= \$277.50	Editor	15	x \$18.50	= \$277.50
Grips/PA	8	x \$13.50	= \$108.00	Grips/PA	10	x \$13.50	= \$135.00
Props				Props			\$20
Music				Music			
other				other			
total below the line budget: \$609.50				total below the line cost: \$607.50			
TOTAL BUDGET: \$2,276.50			TOTAL COST: \$2,329.00				
							cost is over/under budget by: \$52.50

Complete a **budget** BEFORE starting production.

Predict your costs for every element of production, including payroll, props, music rights, equipment use, etc. Be sure to total all sections.

Once the video is complete and ready for viewing, complete the actual costs section of the budget form. Compare your predictions to what completing the video professionally would have actually cost you. Be sure to total all sections.

Project Title: Yellow School Bus		Camera Operator: Joe Kennedy		Group: Titan Productions				
Camera Color	Time code in	Time code out	Interior or Exterior	Location of shoot	storyboard #	Take #	Quality	Description
blue	5:03:22	5:05:02	ext	front of school	3	1	good okay poor	bus arrives and students board for home
blue	5:05:22	5:20:03	ext	front of school	3	2	good okay poor	"
blue	5:21:00	5:23:16	ext	front of school	3	3	good okay poor	"

The **footage log** is a record of every clip of video shot. It is recorded by the producer or a production assistant for the camera man and editor to use. When used in conjunction with a slate, it will allow an editor to quickly and easily find the correct take of each shot. Sure, it takes time to fill it out during shooting (use a Production Assistant!) but it will save the editor a great deal of time and grief!