

LMF

DEVELOPMENT SESSIONS

PRODUCING 2/6



SCRIPT BREAKDOWN
&
RISK ASSESMENT

What will we cover today?

- i. Script Editing as a Producer.**
- ii. Breaking Down Scripts into Parts.**
- iii. Breaking Down Scripts with Budget in Mind.**
- iv. Risk Assessment Writing.**
- v. Additional RA's.**
- vi. Basic Scheduling**

Script Editing

What to Look for as a producer?

- Estimate how much will it cost?
 - Is the Script Marketable?
- What are some of the major challenges, do they need to be in the script?
 - Does it have too many characters, locations etc. that are unnecessary?
- You're also a creative, is there creative decisions you have notes about?

1. Script Editing:

Exercise: In groups go through the script and be a creative producer. What do you like, not like etc.?

Create notes.

Script Breakdown

Into Parts

- Once you are happy with the script, it is locked.
- You then should get it reformatted into a shooting script make it easier to read.
- Each page is an estimate to a minute and therefore easier for shooting schedules.
- Break it down into sections having one sheet per page.
 - Identifying Problems.

2. Script Breakdown

Exercise: Go through the first two pages and breakdown the script into the sections.

Script Breakdown

Into Budget per day.

£150 per Crew

£150 per Cast

£15-£20 Expenses per Day per Person

Int. Locations Each £250 per Day

Ext. Locations Each £50 per Day

Travel – Variable

Kit - £500 per Day

Specialty Items - £? Research

Insurance - £150 a day

Contingency 10%

3. Script Budget

Exercise: Go through the script and estimate a budget for it based on rates given.

Exercise 2: Get a budget given and work out if you can make it work.

Risk Assessments

Breaking down a risk assessment is like breaking down a script into parts for and edit but 3D.

Think about the impact of a script in terms of the real world risks it could pose.

Risk Assessments have 4 steps:

Identify a Risk.

Weigh up its Risk Scale.

Put in Factors to Reduce Risk.

Educate Team.

3. Risk Assessments

Exercise: Look through the template RA. Identify two more risks from the script and write them up.

Risk Assessments

Additional

A Risk Assessment is a general document for the safety of your film, but that doesn't mean certain activities don't require additional assessment.

What could be an additional risk?

Risk Assessment - Fire Safety				
Name		Role		Date
Joseph Hird		Fire Warden		04/04/2022
Production: N/om		Company: Bournemouth University		
Role on Set	Name	Contact Number	Email	
Location:				
Identified Hazard	People at Risk	Control Measures	Additional Measures	Checks
Transporting ordinary and liquid combustibles between storage and location.	Crew and Cast	Liquid and ordinary combustibles will be kept apart and in protective containers away from possible sources of ignition.	We have sourced plastic sealable containers which can keep these separate. The materials will only be taken out when needed.	31/03/2022
Storing ordinary and liquid combustibles on location.	Crew and Cast	The combustibles will be kept on set in the storage containers, separate from each other and away from possible ignitions.	The combustibles will be kept in a secure location away from the main set and the cast and crew. It will be away from escape routes and accessed solely by the fire warden.	31/03/2022
On set there is a substantial amount of filming equipment which is battery powered. If in contact with a water source this could be ignited.	Crew and Cast	The filming equipment will be kept away from the water source (the river) by at least 10m in case of any accident, a fire is unlikely.	Only cinematography students trained with the equipment will be allowed to be in physical contact.	31/03/2022

Basic Scheduling

As a short film producer you will more than likely also do the first draft of a schedule.

You have all the information about locations, risks, people, and the script, you have the best idea of what the project needs.

So how do you do it?

A Few Guidelines:

2 locations max a day.

You want to minimize unit moves as much as possible.

10 hour shooting days MAX. Not including travel time.

If you have a complicated set up give more time.

Always give time for lunch and breaks.

