

LMF

DEVELOPMENT SESSIONS

PRODUCING 1/6



ORGANISING A
SHOOT & ROLE OF A
PRODUCER

What will we cover today?

- i. What professional roles there are
- ii. Breaking down a case study into 5 production stages
- iii. **Development**
 - Exercise: Budget considerations
- i. **Pre-Production**
 - Exercise: Location Scouting
- i. **Production**
- ii. **Post-Production**
- iii. **Marketing/Distribution**
- iv. Exercise: Organise a premiere
- v. What we are covering in the next 5 sessions
- vi. Your Projects/ Career Q&A

ROLE OF A PRODUCER

What are the roles in Film and TV?

- i. Executive Producer
- ii. Producer
- iii. Co-Producer
- iv. Line Producer
- v. Associate Producer
- vi. Production Manager
- vii. Production Coordinator
- viii. Production Secretary
- ix. Production Assistant
- x. Production Runner

On a short film we often have a lead producer, the director/writer takes on some producing, and some co-producers.

Today we are going to act as the lead producer and organise a shoot into tasks.

Start to think about it in 5 stages.

Development

Pre-Production

Production

Post-Production

Marketing/Distribution

1. DEVELOPMENT STAGE:

Exercise: Imagine you have found a script you want to take on. **Write down what will be needed to develop the project as a lead producer.**

DEVELOPMENT STAGE:

1. Approach the Writer to Option the script.
2. Attach a director to the project by sending the script to people you think would be a good fit.
3. The script might need rewrites or further drafts with the director and producer notes. Then lock in production.
 4. Breakdown the script.
5. Develop a pitch deck with the director's vision attached. As well as a budget breakdown, pre-production schedule, and how it fits into the market.
6. Secure financing for the project. Applying to funding pots, crowd funding, pitching to companies etc.

Can things move around?

Yes, the process might be different for your film, especially on a short where the director and writer might be the same person, who also may have funded it.

EXAMPLE OF BUDGET CONSIDERATIONS

On Camera Considerations

5 x Actors x 1 day rate

Outdoor Location Cost

Action Vehicle x 1 day

5 Costumes

Props – Pram/bag

Music Rights

Moving Camera – Specialty

Off Camera Considerations

Crew Costs x 1 day rate

Child Actors – Chaperones

Unit Base/Toilet Facility

Catering x 1 day

Kit x 1 day

Insurance

Expenses

Power Supply

Agent Fees

Admin Costs – Scripts/Call sheets etc.

PRE-PRODUCTION STAGE:

1. Put together a rough schedule for production, when you want to shoot, and how many days.
2. Hire your HOD's with the director's vision in mind. Put together a Whatsapp, or drive, for people to access. Think about post prod.
3. Put out a casting call/ contact agents about actors you/the director want to see. Organize a read through and hire your actors.
4. Hire a location manager, or source locations that you may want. Recce.
5. Talk to your crew about their department needs and allocate funds/resources to them.
6. With the 1st AD (If you have hired one), create a full fat schedule for the shoot that outlines each day in detail.

1. Write up risk assessments for the locations and shoot days.
2. Secure locations. Talk to council, police, get public liability insurance etc.
3. Organise catering, and any unit bases you may need if applicable.
4. Organise transport/hotels for cast and crew that may need it.
5. Check in with department heads about their needs again, do they need additional help? Make sure everything is ready for shooting.
6. Write call sheets for day 1 of shooting and send them out. Print anything needed.

Get everyone involved to sign contracts outlining roles, dates, any fees involved, and use of footage. Locations, even other producers.

Sort Insurances and permits for whatever you may need.

PRODUCTION STAGE:

Three things you might find about producing during production on a short:

1. That you haven't got much to do if you've done the prep.
2. You're fixing the mistakes you made in pre-production.
3. You're fighting fires on set that you couldn't predict.

On a professional set a producer would usually be organising the rest of the shoot as it's happening, or pivoting to fix issues/changes as they come up.

POST-PRODUCTION STAGE:

1. Make sure the transition from production to post is smooth. Having a budget, time frame, and crew in place.
2. If the budget has ran out, and it does happen, you may need to raise additional funds.
 3. Organise reshoots if necessary and pay crew.
4. Hiring individuals or finding post-production houses to send the rushes to and assemble a rough cut. Often in shorts the director will be heavily involved.
 1. Get clearance for music, brands on show that may have been a mistake etc.
 2. Picture lock and send to VFX, post sound, composers etc.
 3. Hire a graphic designer to make title cards, credits, and any other overlays.



MARKETING/DISTRIBUTION:

1. You may have to get the film subtitled for international release.
2. The film might have to be put in multiple formats for different channels of release, DCP for cinema, 4k for online release etc.
3. Marketing materials will need to be made. Posters, promo, bts footage cut together and released. You may hire a marketing lead or do this yourself.
4. Then you need to turn attention to distribution, if you have done the work in development and pre-production you should have a plan in mind of where you want to put it and why.
5. You may have to organise a film premiere and its time to start submitting to festivals.
6. Have a reason for the film being made that is beyond its success commercially and in awards.

