"ACTION!"

A quick guide to getting your
24-Hour film done and turned in!

by David Hartkop, PCCLD 2012

Just do these steps:

1. Pre-production -planning!
2. Production -shooting!
3. Post Production -editing!
4. Distribution -get it out of the computer and turn it in!

Quick Tips

To get it done:
1. Make it short and sweet! (aim for 2-5 min!!!)
2. As few locations as possible!
3. Get crew that can stay the whole time!
4. Find somebody who has an editing setup and knows how to use it!
5. Leave time for outputting & burnign to DVD (3 hours!!!!)

To make it good:
1. Use a tripod!
2. Pay attention to sound (Use a mic. or stay close to camera!)
3. Pay attention to light (don't shoot against a window!)
4. Rehearse a little on set before you shoot!
5. Do more than 1 take if you need!

1. Pre-production -planning!

(use pencil and eraser!)

My movie is about:

My story has these characters: (number them!)

These are the actors I can get: (friends, family, 'real' actors, etc!)

These are some locations that I can use: (home, library, etc.)

These are some special elements I can use: (costumes, props, cars, etc.)

Pre-Production Checklist

Planning my Story

☐ 1. Write the idea down

☐ 2. Write a short script (1 double-spaced page per minute of movie!)

☐ 3. Draw a storyboard to shoot with!

Planning the shoot

☐ 4. Get crew who can help

☐ 5. Find actors who can be in it

☐ 6. Get your locations lined up... what order?!?!

☐ 7. Get together any speical costumes, makeup & props

☐ 8. Get all your production equipment together

☐ 9. Be ready to edit the movie somewhere

☐ 10. Figure out how you are going to eat!!!!

(The next page is an example storyboard sheet. Copy it and use it to draw your storyboards!)

Shot #:

Location: Characters:

Props:

Action:

Shot #:

Location: Characters:

Props:

Action:

Production Equipment

Camera Department

- ☐ 1. Video Camera of some Kind
- ☐ 2. Headphones
- ☐ 3. Boom Mic (lav. or short-shot taped to broom)
- ☐ 4. Tripod (SERIOUSLY.)
- ☐ 5. Dolly (skateboard on table!)

Lighting Department

- ☐ 1. Reflector Board
- ☐ 2. Spot Lights & Bulbs
- ☐ 3. Extension cords (3 prong plugs!)
- ☐ 4. Gaff Tape (Duct tape / Masking Tape)
- ☐ 5. Work Gloves

2. Production!

"Don't panic!"
-Douglas Adams

My *Crew

Producer: (Organizing people, logistics, the business end of things)

Production Designer:(The sets, costumes, props, the style of the movie.)

Director: (works with actors)

Assistant Director: (works with crew)

Director of Photography: (runs the camera)

Camera Assistant: (gets stuff for camera, downloads chips, etc!)

Grip: (moves camera during shot)

Gaffer: (sets up lights & holds reflectors)

Sound: (holds boom mic, puts mic on actors)

Script Supervisor: (keeps track of what has been shot)

Editor: (Edits and outputs the film!)

*On most low budget independent films, each person on your crew may fill more than one of these jobs! (Please note, you'll have to do them all if you choose to work alone. That's not as much fun.)

Production "Script"
An example of how a movie crew communicates during shooting

Director: "Ok, we're ready to shoot this."
Assistant Director: "Allright… EVERYBODY! QUIET ON SET!"

(The room settles)

Assistant Director: "Roll Sound!"
Sound Department: "Speed."
Assistant Camera: "Scene 47, take 2."
Assistant Director: "Roll Camera!"
Director of Photography: "Rolling."
Assistant Director: "Marker!"

(Assistant Camera clicks the slate to synchronize sound)

Director: "Action!"

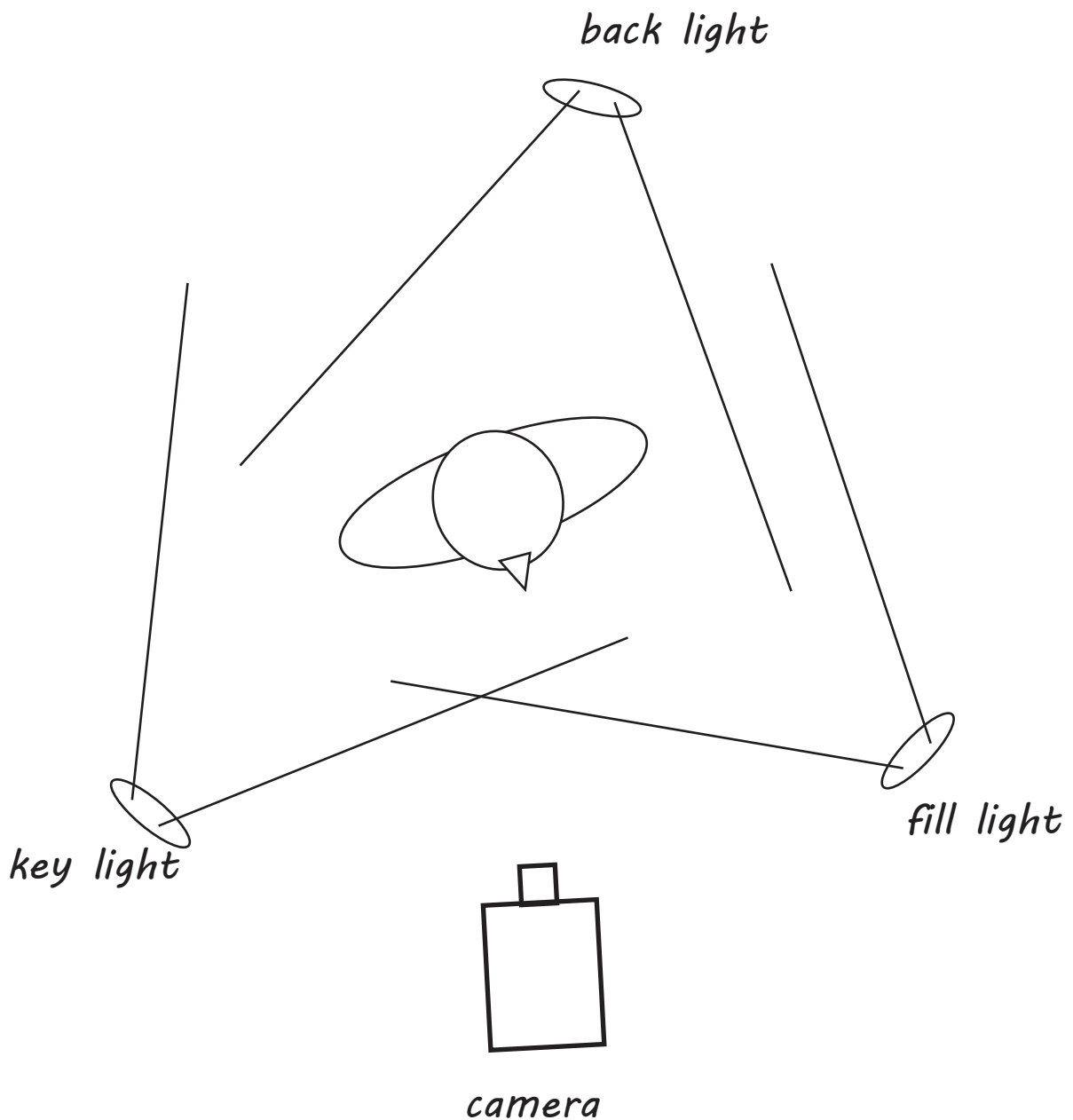The scene plays out until the director decides to stop.

Director: "Cut!"

If the director wants another take, he/she says so right away to the assistant director.

Director: "I need another take!"
Assistant director: "OK!! GOING AGAIN! BACK TO ONE…"

Basic 3-Light Setup Usually Looks Nice!

back light

key light

fill light

camera

When in doubt, you can set up lights something like this for a generally good result. Pay attention to shadows on faces and reflections in windows etc!