

Production Log

This is a list of the components which will need to be in the production log when you hand it in along with your film. The log needs to be in a binder with three major dividers based on the three main stages of production: pre-production, production, and post-production.



Pre-Production

Elements which **must be included**:

- All drafts of screenplay in order of completion (most recent on top) (15 points)
- Completed storyboard using photographs, annotated with action-dialogue-fx (either from form or by hand) (20 points)
- Typed costume list (5 points)
- Typed props list (5 points)
- Evidence of location scouting (5 points)
- Floor plans for all locations and sets (5 points)
- Lighting plans for all locations and sets (5 points)
- Contracts for all locations (10 points)
- Contracts for all talents (actors and crew) (10 points)
- Personal reflections (#1) for all crew members (20 points)

Value: 100 points

Production

- For **each day** of shooting **all the following is required**:
 - A call sheet, filled out completely
 - Director's notes (handwritten in ink or typed) which deal with the day's plan, problems encountered and solutions implemented
 - Cinematographer's notes (handwritten in ink or typed) which deal with the day's plan, problems encountered and solutions implemented

(Note: Two photocopied pages of director's notes or cinematographer's notes can be handed in for Reflection #3 and/or Reflection #4)

 - For each shot angle, a note about what takes were good (what the director says to "print")
- A comprehensive list of sound fx created, other than what onboard mic picks up on-set
- A finalized shooting script, numbered by scene in accordance with shot list and/or storyboard, with marginal notes by director
- Personal reflections (#2) for all crew members

Value: 30 points (must be bound with pre-production as well)

Post-Production

- For **each** editing session **all the following is required**:
 - Editor's notes (handwritten in ink or typed) which deal with the list of scenes edited, problems encountered and solutions implemented
 - Director's notes (handwritten in ink or typed) which deal with the list of scenes edited, problems encountered and solutions implemented

(Note: Two photocopied pages of director's notes or editor's notes can be handed in for Reflection #3)
- List of all scenes that need to be re-shot with rationale
- List of all dialogue that needs to be dubbed with rationale
- Checklist of all created sound fx and/or special fx with a brief description of how the effect was achieved
- Personal reflections (#3) for all crew members

Value: 30 points (must be bound with pre-production and production as well)