

FILM A210: PRODUCTION MANAGEMENT

| Item | Value |
|------------------------------------|-----------------------------------|
| Curriculum Committee Approval Date | 10/02/2024 |
| Top Code | 061220 - Film Production |
| Units | 3 Total Units |
| Hours | 54 Total Hours (Lecture Hours 54) |
| Total Outside of Class Hours | 0 |
| Course Credit Status | Credit: Degree Applicable (D) |
| Material Fee | No |
| Basic Skills | Not Basic Skills (N) |
| Repeatable | No |
| Open Entry/Open Exit | No |
| Grading Policy | Standard Letter (S) |

Course Description

This course will provide a comprehensive step-by-step overview of production management from pre-production through post-production in film, television and new media projects. This course will also cover production planning, budgeting, scheduling, as well as other essential skills and logistics of filmmaking. PREREQUISITE: FILM A110. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Students will acquire and apply practical knowledge of the steps and tools required to design, execute, and evaluate a successful production.
2. Students will be able to analyze and differentiate the job characteristics of producers and assess the roles of various production guilds and unions.
3. Students will develop the skills to design, implement, and manage essential budgeting and scheduling processes for film, television, and new media productions.
4. .

Course Objectives

- 1. Identify the different roles and job characteristics of producers.
- 2. Learn and understand film terminology in production.
- 3. Explore the different ways to gather funding.
- 4. Explore and enhance creative collaborations with cast and crew.
- 5. Understand the process of pre-production through post-production.
- 6. Understand relationships between production entities and motion picture/television craft guilds and unions.
- 7. Execute fundamental budgeting and scheduling with industry accepted software.
- 8. Generate basic legal agreements and documents for a production.

Lecture Content

A. Pre-Production 1. Role of the Producer 2. Production Office 3. Hiring Managing Crew a. Department Structure of Cast/Crew b. Crew Union Guilds c. Cover Letters and Resumes 4. Casting Credits a. Auditions

b. Talent Casting Agencies c. Actor's Union 5. Film Terminology 6. Location a. Scouting Locations b. Location Surveys c. Safety 7. The Script a. Script Format i. Numbering ii. Revisions b. Script Breakdown 8. Scheduling a. Production Schedule i. Prep Schedule ii. One-Liner iii. Shooting Schedule b. Low Budget Production Schedules 9. Accounting a. Accounting Payroll b. Basic Budgeting c. Tracking the Money d. Audit 10. Insurance a. General Liability b. EO c. Bonds 11. Legal a. Music Licenses b. Copyright, Trademark, Public Domain c. Clearances Releases B. Production 1. Production Reports 2. Call Sheets 3. Special Departments: SPFX, CGI, Motion Control, Animals, Children, Stunts, etc... 4. Re-shoots 5. Communication C. Post-Production 1. Stages of Post-production 2. Wrap a. Production Manager b. Production Coordinator 3. Delivery, Vaults, Storage 4. Freelance Life

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Instructional Techniques

Lecture/Critique Demonstrations Individual Assignments Examinations

Reading Assignments

Students will read on average 1-2 hours per week from assigned textbooks and articles.

Writing Assignments

Students will spend approximately 10 hours throughout the semester on writing assignments, such as research papers or production proposals.

Out-of-class Assignments

Students will spend approximately 5-6 hours per week on out-of-class assignments, including: Assigned reading Lecture notes review Exam preparation Individual projects assignments Writing assignments

Demonstration of Critical Thinking

Assigned Projects Examinations

Required Writing, Problem Solving, Skills Demonstration

Students will demonstrate critical thinking and problem solving through assigned individual projects and class discussions.

Eligible Disciplines

Film studies: Master's degree in film, drama/theater arts, or mass communication OR bachelor's degree in any of the above AND master's degree in media studies, English, or communication OR the equivalent. Master's degree required.

Other Resources

1. The instructor will provide handouts and links to facilitate deeper understanding of module objectives.