

USC School of Cinematic Arts

**CTPR 310, Intermediate Production
Spring 2021**

YELLOW Section 18491D

Prerequisites: CTPR 294 Directing in Television, Fiction, and Documentary
& CTPR 295 Cinematic Arts Laboratory
6 Units

INSTRUCTORS:

Producing: Stephen Gibler
Directing: Tim Kirkman
Editing: Katz
Sound and Post-Prod: Suhail Kafity
Cinematography: Angelo Pacifici

STUDENT ASSISTANTS:

Producing/Directing: Brian DeAngelis
Editing: Alesia Williams
Sound: Christopher Hernandez
Cinematography: Craig Lief

ADDITIONAL STAFF:

HEAD OF PRODUCTION: Joe Wallenstein – 213-740-7126

BUSINESS OFFICE: Reba Mollock – 213-740-2906

REGISTRATION/STUDENT AFFAIRS: Marcus Anderson – 213-740-8358

CLASS OVERVIEW:

CTPR 310 is an intensive practical group experience that strongly emphasizes creativity and collaboration. The class centers on three-student partnerships planning, shooting, and editing, sync sound projects in which students and faculty work together addressing the aesthetic, technical, and ethical issues integral to creative group collaboration.

Please keep this class in perspective. One thing it is not; it is not a Junior Thesis Class, but rather a mid-curriculum course of three exercises designed to give you the opportunity to sharpen all of your production skills. To that end, it is many things - a unique opportunity to learn through experience; an exercise in problem solving; a chance to develop professional skills; an introduction to the fascinating dynamics of group interaction, but the ultimate goal is to facilitate growth as storytellers and filmmakers. To do this, we must all endeavor to create an environment fostering creative imagination and collaboration, and artistic integrity. This class is designed to give you the tools to be able to move forward to more advanced production classes.

CLASS DESCRIPTION:

This class is a workshop in both creativity and collaboration. During the 15 weeks, each partnership will make short digital projects, together. Students will rotate through the major disciplines of Producing, Directing, Picture Editing, Sound Recording/Design/Editing, and Cinematography, by performing multiple roles in rotation between the projects. (See CTPR 310 PARTNERS: PROJECT ROLES AND ROTATIONS schedule in back of syllabus.) These projects are highly collaborative efforts combining students' functions in their individual "roles" into a productive and creative team. In this class there is no such thing as "your project" or "your partners' project." Success of each project

depends on joint full-out effort. A lack of collaboration on your part or your partners' part will result in a compromised project and the risk of a lower grade in the course.

During the semester you will screen your dailies and cuts for your classmates, SAs, and your instructors, in the Full Class Session ...and you will get a ton of feedback. You will also attend Break Out Sessions with the instructor who specializes in the discipline that you are performing, and with students working in that discipline in other projects in your class. Much of what you will learn you will learn on your feet - by doing. But you will also benefit by learning to listen to and filter the critiques you receive, and through the discussions in the Breakout Sessions.

In completing your projects, you will go through all the basic steps of scripting, pre-production, production, post-production, and finalizing, and you will get a handle on the nitty-gritty details of these steps of the process. But, most importantly, you will have the freedom to experiment, and to push both yourself and the medium to realize your particular vision. Aesthetic risk taking will be condoned here.

SCA PRODUCTION DIVISION
VIRTUAL PRODUCTION PROTOCOLS

And

BUBBLE DEFINITIONS

Adopted Fall 2020

Revised Spring 2021

Due to concerns regarding the spread of COVID-19 in California and around the world, USC and the School of Cinematic Arts (SCA) have taken a strong stance regarding the need for safe and mindful behaviors among all members of the SCA community. Medical authorities agree that even the young and healthy are capable, if infected, of becoming ill, or of being non-symptomatic unconscious vectors of the disease's spread.

The health and wellbeing of all community members has to be our paramount concern as we return to learning and collaborating together. We understand that attentiveness to the concerns of all SCA community members – students, staff and faculty, including those with underlying health conditions -- is simply an extension of the key principle of creative collaboration that has guided our school for decades. We're all in this pandemic together and need to behave accordingly.

USC and SCA are governed by LA County Health Regulations, according to which no in-person instruction or collaboration is allowed or sanctioned. This is the case on any USC project or exercise no matter where in the world it is executed.

In order to continue instruction and production for the purposes of cinema education the Production Division has adopted Virtual Production Protocols to govern our activities.

The underlying principle of our Virtual Production Protocols is:

NO IN-PERSON COLLABORATION, EXCEPT AMONG MEMBERS OF A DEFINED AND DECLARED “BUBBLE”

The specifics that follow may not apply to all courses but the principles do apply to all.

Certain multi-section courses and groups of courses (e.g. Capstone Production Courses) may have additional guidelines. Those additions will be presented to classes by faculty at the beginning of semester.

These materials will be available at all times on SCA Community. They should also be incorporated into each course syllabus or distributed with course syllabi.

By registering for the semester students are automatically subject to the Production Division’s Covid Compliance Agreement, also reviewable on SCA Community.

Virtual Production, Safe Bubbles Defined

Virtual Production:

- Pre-production will be done completely online.
- Production will be recorded remotely
- Students will fulfill their roles by working on computers from their separate homes. Communication among the students

and between filmmakers and performers will be conducted via Zoom, FaceTime or similar platforms.

- Actors or Documentary Subjects in their own homes will perform and assist in adjusting lighting and sound. They will capture their performances, under student filmmaker direction, using smartphones or approved rental cameras.
- If the director chooses not to use professional actors, they may cast themselves and/or housemates within their defined Bubble.
- Additional photography, such as establishing shots and B-roll, may be shot on the students' own premises or approved adjacent locations. This must be property that the Bubble controls in order to prevent coming into accidental contact with the public.
- The use of stock footage is encouraged.
- Post-production will be done completely online: picture editing on Avid, sound editing on ProTools, remote color grading on Avid, and sound mix.
- Workflow will be modified to support different cameras available to students & actors.
- As with any SCA production class, we will follow current safety and health guidelines for LA County, USC and SCA.

Bubble Definitions:

- **Bubbles** are zones within which safer contact normally occurs for each participant. These are your housemates (people with whom you live and interact without a mask or physical distancing on a daily basis). Each student has their own **Bubble**. They must not meet in person with other students.
- Each actor or documentary subject in a film also has their own **Bubble**. Unless actors/doc subjects live with one another, they will not have any in-person interaction with

each other. Filmmakers may not interact in-person with their actors/doc subjects unless those actors/doc subjects are part of the filmmaker's Bubble.

- Note: When you cast an actor, you are also casting a location (the house, yard, apartment, stairway, etc.) available to that actor and controllable for production. You also have potential access to the services of anyone else in the performer's bubble, their roommate, housemate, spouse, etc. as long as they are declared and certified as Bubble members in advance of production.
- You will cast, rehearse, block and shoot remotely as defined above.
- You may support actors only with production gear rented from SAG approved rental houses, or personal gear of theirs that is approved. You may use your own approved gear when you are filming. Any transfer of gear to actors must follow specified Production Division COVID-Safe guidelines posted on SCA Community.

Additional Virtual Production Protocols
for CTPR 508, 310, 294, 507 (Final Project Only)

Adopted Spring 2021

These Additional Virtual Production Protocols apply only to CTPR 508, 310, 294, and the Final Project in 507 in the Spring 2021 semester.

COVID Safety Form

NOTE: All Pre-Production, Production, and Post Production will be done remotely and online. There are no exceptions to this. At no time during the semester will there be in person collaboration by anyone with anyone outside of their Bubble.

- Students (in CTPR 508, 310, 294, and 507 final project only) may propose plans that differ from the most straightforward application of the SCA COVID Safety Protocols by submitting a COVID Safety Form to their Faculty and then, upon approval, to the COVID Safety Coordinator for consideration.
- The only proposals that will be considered by the Faculty and Coordinator will be plans that request LIMITED shooting in exterior locations that allow for compliance with SCA COVID Safety Protocols.
- Locations cannot be used which may put people in the general public (anyone not living in the student's Home Bubble) in proximity to the cast or crew that is closer than 20 feet. For exterior locations outside the student's Home Bubble, the student must provide a clear and specific plan that ensures the general public will not come closer than 20 feet to any cast or crew member.
- Students will consult with their Lead Faculty Members for guidance on the locations, the length of shooting time, and the types of shots that are acceptable. Students and Faculty will discuss the protocols that are necessary for maintaining the safety protocols for their productions.
- Students must complete the COVID Safety Form found on SCA Community and submit it with a detailed safety plan – supported by Location Photos, Shot Lists, Storyboards, Schedules, etc., when necessary – to their Lead Faculty Member.
- The COVID Safety Form on SCA Community can be found by clicking the "Safety & Hazards" link under the "Student

Productions" header. Once it has been completed, a PDF version of the form will be created.

- The student will then email the PDF of the COVID Safety Form to the Lead Faculty member, who will determine whether sufficient thought has gone into the Proposal and assess whether it has been articulated with clarity, precision, and the highest safety standards.
- If the Lead Faculty approves and digitally signs off on the COVID Safety Form, the Faculty or Lead SA will submit the form and relevant production materials to the COVID Safety Coordinator – **at least one week before the first day of the production** – for final approval and digital signature.
- The COVID Safety Coordinator will not consider proposals that are submitted less than one week before the first day of production.
- If the COVID Safety Coordinator does not approve the proposal, the student will have one opportunity to make the necessary changes to the production plan and re-submit the proposal for consideration.
- Students may re-submit their Production Proposal only one time.

BOUNDARIES AND RULES:

- The final length of each project may not exceed 5 minutes and 30 seconds with an additional 30 seconds for credits. Your finished project will be your fine cut picture and mixed sound. It is the students' responsibility to make files of the finished project for their actors and crew. Check with your faculty and SAs about creating from your Avid DNX file.
- Dialogue and/or voice over, if any, should be only one element in your storytelling. The emphasis of this class is to communicate through images and sound. Stories are told through the action.

All students are required to have the following:

A laptop that meets the SCA computing requirements (See below) <http://cinema.usc.edu/laptops/> or email laptops@cinema.usc.edu.

- A hard drive that meets SCA hard drive requirements
- Avid software.
- Sapphire software (which is free.)

Apple computers are available, with an educational discount, online through the [Apple Education Store](#) or at the USC Bookstore. AppleCare extended warranty is recommended.

If you experience technical difficulties, please email our Creative Technology & Support team at creativetech@cinema.usc.edu with as much detail as possible about the issue you are experiencing.

Throughout the semester we also have an AVID Genius Bar to help with any technical editing questions. This Spring, the AVID Genius Bar will on-line by appointment only.

AVID Genius Bar, open all semester:

Mondays 12pm-5pm (Location: B149) Toi Juan Shannon

Tuesdays 2pm-4pm (On-Line only) John Rosenberg

Tuesdays 4pm-9pm (On-line only) Toi Juan Shannon

Thursdays 12pm-5pm (On-line only) Toi Juan Shannon

Contact: Toi Juan Shannon: tshannon@usc.edu

John Rosenberg: jrosenberg@cinema.usc.edu

- All shooting for each project must be done on the two weekends indicated in the Weekly Schedule. Production is limited to two days per weekend. Weekday shooting is prohibited, except under rare circumstances. Petitions to justify weekday shoots must be presented in writing and approved by both Producing and Directing faculty. No one on the set of a weekday shoot may miss a class in *any* division of the University.
- Each project budget is up to, but *not necessarily as much as*, \$1250 to be provided by the project's director and approved by both the project's producer and director. If, in the opinion of the faculty, the project cannot be completed for that amount, adjustments to the script and or approach will be required. This is an absolute cap with **no exceptions**, meaning that *you can spend less than this amount*, and we encourage you to budget and spend as little as possible. Each director will be responsible for depositing the production funds into a joint bank account, shared with the trio. The producer will be responsible for creating the budget, making payments on behalf of the production, and providing a final cost report demonstrating how the funds were disbursed. **If more than the allowable \$1250 is found to be spent on the project, the producer's grade for the course will be lowered one full notch (EG. B to C.)**

- It is a twelve-hour day commencing with the first call. If the crew starts at 8 A.M. and the cast is called at 10 A.M., the day ends at 8 P.M. A half hour lunch is included in the twelve hours.

Asynchronous Learning

All class sessions will be Zoom recorded and made available for asynchronous viewing until end of the grading period in May. Students enrolled in this course from outside the U.S. Pacific Time Zone will still be expected to participate in real time assuming that the official class time falls between 7am and 10pm in their time zones. Wherever possible faculty will be understanding and make accommodations to ease the inconvenience of asynchronous learning.

Students from outside the U.S. Pacific Time Zone for whom the class falls between the hours of 10pm and 7am may still be required to complete certain components of the course synchronously. These components will be announced at the beginning of the semester and students with concerns about meeting these requirements should discuss them with their faculty at that time.

GRAY AREAS AND RED FLAGS: (check these out with your instructor or your Lead SA before you proceed or just stay away from them)

- 1) Use of professional facilities or technicians from outside the department for mixing, shooting, editing, or any other aspect of the production that is taught as a part of this class will be considered an infringement of academic integrity and will result in an immediate "F" for the course.

- 2) Each member of the trio has specific assigned jobs for each project. Unlike other semesters (because of the pandemic) we will be more flexible on how each job is executed. However, any member of the trio found not collaborating fully on trio roles risks failure of the course.
- 3) Use of students from outside the partnership in any of these roles will similarly impact your final grade. However, outside professionals with skills in music composition and recording, make-up, and special effects, may be used in your project. (See “Required Partnership Roles” for clarification of any gray area.)
- 4) All copyrighted material must be cleared and acknowledged in your credits. Clearance and copywritten material can include everything from the obvious (an adaptation) to the unexpected (an album cover or a baseball cap). So be careful how you decorate your sets. You must have the rights for all music in the project including a signed release for any original music.
- 5) Minors may only be used in 310 films if they are in the student or actor Home Bubble. You must fill out all appropriate paperwork regarding the use of the Minor and receive approval from the faculty.

SAFETY: (And we can’t emphasize this strongly enough, since every working professional knows at least one person who has been injured or killed during production.)

Read the Safety Handbook and understand the contents. Footage shot in unapproved conditions will be withheld from the final projects and confiscated. A Students’ privileges may be suspended. Your grades may be lowered, including the possibility of failing.

Students are responsible to ensure that a fire extinguisher is in the location during production.

CTPR 310 VEHICLE POLICY: Simple POV shots from inside a closed automobile with a smart phone may only be used in CTPR 310 this semester within the Home Bubble (for example a private driveway) and only with faculty approval. No other equipment may be used in a shoot involving a moving motor vehicle. No Acting or direction given to actors while operating a moving vehicle. The driver must be a member of the trio's bubble.

USC BOILERPLATE: “All students are expected to understand and abide by the USC School of Cinematic Arts guidelines. Violations of any of the safety guidelines may result in disciplinary action ranging from confiscation of footage to expulsion from the University.”

Remember that you are responsible for reading and following the safety procedures in the Safety handout. Safety is the responsibility of all three partners. Any safety violation will reflect on all partners and make each subject to possible disciplinary action.

Discuss with your Camera, Directing, and Producing instructors any and all shots that involve weapons, projectiles, cars, possible stunts, or risky procedures before shooting your project. They must be cleared and signed off on the proper forms **before you shoot** by your Directing, Producing, and Camera instructors, and approved by the Head of Physical Production. We will help you find a way to safely get the shot you want.

The **Hazardous Shooting Form** can be found online at SCA Community. The form is a three-step process. You must complete it, have your directing, producing, and cinematography instructors approve and sign it. It will be approved by the Head of Physical production and kept in your records. In order to complete this process, you will have to start a week before shooting. Any

hazardous shooting done without a completed form will result in confiscation of the footage and possible disciplinary action.

Covid Safety Compliance Understanding and Agreement

Due to concerns regarding the spread of COVID-19 in California and around the world, USC and the School of Cinematic Arts (SCA) have taken a strong stance regarding the need for safe and mindful behaviors among all members of the SCA community. Medical authorities agree that even the young and healthy are capable, if infected, of becoming ill, or of being non-symptomatic, unconscious vectors of the disease's spread.

The health and wellbeing of all community members has to be our paramount concern as we return to learning and collaborating together. We understand that attentiveness to the concerns of all SCA community members – students, staff and faculty, including those with underlying health conditions -- is simply an extension of the key principle of creative collaboration that has guided our school for decades. We're all in this pandemic together and need to behave accordingly.

All of SCA's production work, whether "Virtual" or "in-person, will be governed by rules laid out in each course syllabus. Compliance with these regulations will be monitored by Faculty. The rules follow the guidelines in SCA-Covid Production Protocols, which follows LA County, SAG/DGA and other industry protocols.

Students indicate their agreement to abide by these regulations by signing a **Volunteer Release Form** provided and by enrolling in the production program Spring semester 2021.

SAFETY

Stay alert at all times. Even routine procedures can lead to accidents.

Any accident or damage that happens on the set **must** be documented in an ACCIDENT REPORT, in writing, signed by all three partners. A copy must be given to your producing instructor the next day.

If you are faced with a change in production plans that raise new safety or ethical issues, CALL your producing instructor or producing SA and discuss it, immediately. If you are uncertain as to how to proceed or cannot reach your instructor or SA, post-pone the shot/scene until a later time and continue shooting scenes that pose no safety problem.

PARTNERSHIPS: Collaboration is key. Learning to work with someone else is one of the most important aspects of this class. All of you can make projects on your own; you have already completed a class where you did a number of them. From this point on, with very few exceptions, you will be doing projects with other people. Working with partners presents unique challenges, mostly enriching, but sometimes producing very negative feelings. Your SAs and instructors will do their best to help you through any partnership difficulties you may have, but ultimately the success of your partnership is your responsibility.

DETAILS: (The Production Notebook, and other paperwork.)

- 1) All paperwork and forms will be digital, including call sheets, volunteer release forms, all actors' forms, call sheets and hazardous shooting forms.
- 2) Each partnership must have signed copies of actor releases, emergency medical information as well as the volunteer release form, music clearances, call sheets, script breakdowns, lined scripts, etc., which will be put in the **digital production notebook** for archival purpose. The notebook will be turned into your producing instructor the week after picture lock.
- 3) (See "Digital Production Notebook Requirements" pages 22-24 for a complete list of necessary documents) You will not get a grade until this is completed.
- 4) Deadlines are important and must be met all along the way if you are to complete your project on time. Meeting deadlines is also a large component of your grade. Please refer to the attached weekly calendar to be sure that you know what is expected at all times. In particular, you will be **required** to shoot about 1/2 of your project each shooting weekend and have the material you shot edited by the following Editing Break Out Session. If, for any reason, you are not going to shoot on a given weekend, you must get explicit written permission from your Cinematography, Producing, and Directing instructors. If you will be unable to edit your material before the following Editing Break Out Session after it is screened in dailies, you must have written permission from your editing instructor. At picture lock, you will be required to have at least three tracks of sound cut in addition to your locked picture. Absolutely no changes to the picture are permitted after picture lock.
- 5) Other deadlines are noted on your schedule. In particular, production paperwork including all script drafts, breakdowns, call sheets, storyboards, shot lists and lined scripts are due when noted. This paperwork is the equal responsibility of all three partners at all times and graded accordingly. There are a lot of

other deadlines to keep track of, and we will remind you of them throughout the semester. The best rule, though, is “don’t put anything off”.

- 6) Each partner will be required to turn in copies of an individual production journal weekly to your Faculty and Producing/Directing SA. These are intended to be personal journals and not merely progress reports. Please feel free to express any and all thoughts you may have about the process you are going through, both problems and successes. And please be honest. The journals are confidential and will not be shared with your fellow students.

If you are unclear about anything, or have any questions whatsoever, contact your instructors or SAs.

CONFERENCES AND SUCH:

Instructors are available during the hours listed above. Contact your instructor if you wish to schedule a meeting. Please feel free to contact either any instructor or SA with whatever questions or problems that you might have during the semester. Most issues can be easily solved, so don’t be shy.

AND YES, THE GRADES:

The final grade for CTPR 310 is determined as follows:

Timely delivery of journals to Producing and Directing Instructors	10%
Sound:	18%*
Editing:	18%*
Producing:	18%*
Cinematography:	18%*
Directing:	18%*

*Each of your five discipline instructors will evaluate your grade for that area according to the following formula:

- Level of skill 30%
- Successful execution (includes delivery of all working and finished materials) 30%
- Effort, Attitude and Collaboration 30%
- Class participation 10%

“Participation” is defined as constructive in-class activity, including, but not limited to, asking questions, giving constructive opinions on lessons and other students’ work.

“Collaboration” is defined as working well with your trio mates, both in spirit and as an equal contributing partner.

Grading Scale

Course final grades will be determined using the following scale

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

Production Division Attendance Policy

The School of Cinematic Arts curriculum relies heavily on online-class participation and interaction between faculty and students. Many of our courses are taught in a collaborative workshop environment and our theoretical lectures are driven through in-depth classroom discussion and analysis. We hold collaboration and constructive criticism as foundational to all of our learning environments and essential to the methodologies of our instruction. Student attendance is not only fundamental, but mandatory for the structure and success of our program for both the individual student and the educational experiences of other students within our community.

Students are expected to be on time and prepared for each class. Two Tuesday or other Full Class Session absences over the entirety of the course will result in a student's overall grade being lowered by one full letter (IE: A becomes B). A third absence will result in a student's grade being lowered by one additional full letter (IE: B becomes C). A student's grade will be lowered by one full letter for each additional absence. Four late class arrivals greater than seven minutes to these sessions equate to one full absence.

Each absence in a discipline's breakout session will result in a lowering the student's grade for that discipline one full grade. Two late class arrivals greater than seven minutes equate to one full absence for each discipline breakout session.

An absence during green light sessions or picture lock will result in lowering a student's grade one full grade but will not be counted as a Full Class absence (no double jeopardy.)

SAs will tally attendance and turn in attendance sheets to Producing faculty at the time when grades are recorded.

If a student misses' class due to an emergency, the student must contact the professor prior to class. During class it's **highly recommended** that students turn on their cameras.

CTPR 310 PARTNERS: PROJECT ROLES AND ROTATIONS

PROJECT # 1

Partner A --- Writer/Director

Partner B --- Cinematographer/Editor

Partner C --- Producer/Sound Record, Design, Edit

PROJECT # 2

Partner A --- Producer/Sound Record, Design, Edit

Partner B --- Writer/Director

Partner C --- Cinematographer/Editor

PROJECT # 3

Partner A --- Cinematographer/Editor

Partner B --- Producer/Sound Record, Design, Edit

Partner C --- Writer/Director

CTPR 310 REQUIRED PARTNERSHIP ROLES

FIRST PARTNER

- Writer/Director

SECOND PARTNER

- Cinematographer
- Gaffer
- Picture Editor (also cuts key sound before picture lock)

THIRD PARTNER

- Producer
- Production Sound
- Sound Designer (prepares sound materials for picture editor before picture lock so that picture editor can meet course deadline)
- Sound Editor

DESCRIPTION OF CTPR 310 ROLES AND CREDITS

Student Roles

Director:

- Development of script in collaboration with their team.
- Pre-production: Oversees casting, location decisions, scene analysis, rehearsals, shooting plans including overhead storyboards and well as the shot-list with the cinematographer.
- Director works with actors remotely online.
- Director works online with the editor on the director's cut.

Producer:

- Development of script in collaboration with their team.
- Pre-Production: Arrange and manage casting. View casting self-tapes and give input. Create schedule and budget.
- Coordinate all virtual location scouts.
- Follow Safety COVID protocols of USC and Los Angeles County.

- Manage and create shooting presentation of plans to faculty.
- Hold virtual production meetings.
- Oversee production on zoom or facetime.
- Watch and give notes on all dailies and cuts.
- Turns in Production Notebook

Sound:

- Plan and supervise sound recording remotely.
- Sound design and sound mixing online.

Cinematographer:

- Supervises & designs all lighting; creates Look Book (with PD if relevant); collaborates with director on shot breakdown & blocking.
- The cinematographer will help create the visual look of the film.
- Help to organize and manage camera and lighting used for filming and facilitate the workflow.
- Responsible for organizing any stills or smartphone video of locations planned.
- Communicates camera and lighting instructions for virtual photography during setup and production.
- Create a vision board to be included in the presentation to faculty.
- Develop shot list and lighting plan with the director.
- Color grade the film.

Editor

- Editor edits all scenes and cuts online.
- Editor finds any stock footage used in film.

Titles (All Partners Responsible): assemble titles and credits, proof, typography, hi-cons and layout

The following roles may be performed by individuals outside of the Partnership:

- Script Supervisor
- Production Designer
- Art Director
- Wardrobe
- Film Composer
- Visual Effects Artist/Coordinator

310 DIGITAL PRODUCTION NOTEBOOK

The Digital Production Notebook “DPR” is due the weekend after picture-lock.

1- Production Book Checklist (As Searchable PDF)

- Production Number
- Final Title of the Project
- Completed Trio Information Form (creating a document that lists the name and contact information of the trio)
- Tech Specs (Color or Black & White / TRT / Audio / Image Size / Aspect Ratio)
- Language
- Countries (Shot in)
- All Credits (As they appear on screen including faculty and SA’s)
- One Line Summary
- Two to Three Sentence Synopsis
- Final Shooting Script (The one approved for production)
- Master Script (used for production and post-production (this will preferably include the Script Supervisor’s/Editor’s notes of all changes made - should include a record of “coverage” and any/all storyboards)
- Student Certification Form
- Actor Release Forms
- Extra Release Forms
- Minor Release Forms
- Minor Work Permits (exempt during virtual production)
- Minor Studio Teacher Confirmation Forms (exempt during virtual production)
- Exhibit G for SAG Members
- Nudity Releases
- Documentary Release Forms
- Volunteer Agreements for ALL students working on the film
- Original Writing Release Forms
- Music Release Forms (Original Music)
- Pre-Existing Music Release Forms (Published Music)
- Original Art Release Form
- Call Sheets
- Daily Production Report (for each day of filming)
- Hazardous shooting forms
- Final Approved Budget
- PRE-EXISTING MUSIC RELEASE FORMS - Identify and list any AUDIO and SOUND EFX taken from USC-owned or -subscribed sound effects libraries

- Production Notebook Archival Materials Accuracy & Completeness Statement (attached below)
- 2- Film Deliverables
- MASTER COPY of completed film (including all mastering elements)
 - VIEWING COPY of completed film (without mastering elements)

**PRODUCTION NOTEBOOK ARCHIVAL MATERIALS
ACCURACY & COMPLETENESS STATEMENT
To be included in Production Notebook Folder**

I certify that the attached archival materials (including all relevant permits, rights and releases) are accurate and complete.

I agree to uphold copyright laws & agreements that govern the exhibition of my film.

Producer/Sound: (print name) _____

(Signature) _____

(Date) _____

Writer/Director: (print name) _____

(Signature) _____

(Date) _____

DP/Editor: (print name) _____

(Signature) _____

(Date) _____

310 CREDITS TEMPLATE

Before you begin creating your credits, please note that credits for key roles (director, cinematographer, editor, producer) Must all be in the same size font and must receive equal screen time. In other words, the director can't get a giant credit that plays longer and larger than the other key roles.

Credits may be superimposed on non-narrative graphics or images:
no story continuation under credits

Only the main title may be in the body of the film. All other credits must be at the end of the film after story ends. The main title counts as narrative time and not as part of the 30 seconds of credits

Please create your titles in the following order:

Written and Directed by

Produced by

Photographed and Edited by

Sound Design by

<NOTE: all of the above have to be per class structure eg. Director cannot take credit as DP, But you can alter the wording and separate the categories/credits eg. can be Cinematography: ____, Editing etc. >

Cast

Music Composed by

Music Performed by

Additional Crew

Special Thanks

Faculty Advisors

Name of Directing Instructor

Name of Producing Instructor

Name of Cinematography Instructor

Name of Editing Instructor

Name of Sound Instructor

Student Assistants

Name of Producing/Directing SA

Name of Camera SA

Name of Editing SA

Name of Sound SA

American Humane wording if animals used (must be approved by AHS)

Sound Mixed by the SCA Sound Department

Edited on Avid

Captured on Sony

Title of movie Copyright (*year completed*) University of Southern California

(ie. copyright must appear with title)

Statement on Academic Conduct and Support Systems

Academic Conduct:

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, “Behavior Violating University Standards” policy.usc.edu/scampus-part-b. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, policy.usc.edu/scientific-misconduct.

Support Systems:

Student Health Counseling Services - (213) 740-7711 – 24/7 on call
engemannshc.usc.edu/counseling

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

Student Health Leave Coordinator – 213-821-4710

Located in the USC Support and Advocacy office, the Health Leave Coordinator processes requests for health leaves of absence and advocates for students taking such leaves when needed.

<https://policy.usc.edu/student-health-leave-absence/>

National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call
suicidepreventionlifeline.org

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-4900 – 24/7 on call

engemannshc.usc.edu/rsvp

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED) | Title IX - (213) 740-5086

equity.usc.edu, titleix.usc.edu

Information about how to get help or help a survivor of harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following protected characteristics: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations.

Bias Assessment Response and Support - (213) 740-2421

studentaffairs.usc.edu/bias-assessment-response-support

Avenue to report incidents of bias, hate crimes, and microaggressions for appropriate investigation and response.

The Office of Disability Services and Programs - (213) 740-0776

dsp.usc.edu

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

USC Support and Advocacy - (213) 821-4710

studentaffairs.usc.edu/sssa

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity at USC - (213) 740-2101

diversity.usc.edu

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call

dps.usc.edu, emergency.usc.edu

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call

dps.usc.edu

Non-emergency assistance or information.

Diversity and Inclusion

Diversity and Inclusion are foundational to the SCA community. We are committed to fostering a welcoming and supportive environment where students of all identities and backgrounds can flourish. The classroom should be a space for open discussion of ideas and self-expression; however, SCA will not tolerate verbal or written abuse, threats, harassment, intimidation or violence against person or property. If students are concerned about these matters in the classroom setting they are encouraged to contact their SCA Diversity and Inclusion Liaison, <http://cinema.usc.edu/about/diversity.cfm>; e-mail diversity@cinema.usc.edu. You can also report discrimination based on a protected class here <https://equity.usc.edu/harassment-or-discrimination/>

Disruptive Student Behavior:

Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and an instructor's ability to teach. A student responsible for disruptive behavior may be required to leave class pending discussion and resolution of the problem and may be reported to the Office of Student Judicial Affairs for disciplinary action.

REQUIRED VIEWING:

<http://www.lynda.com/Media-Composer-tutorials/Color-Correction-Creating-Polished-Look-Avid-Media-Composer/79821-2.html>

It is imperative that all students watch this tutorial before beginning any color timing on their projects. The tutorial, along with instruction from your faculty, will contribute greatly to successful and accurate final color timing.

READING:

Although there are no required texts for the course, the following are recommended to supplement the students' hands-on learning experience:

Shooting To Kill: Christine Vachon & David Edelstein, Quill paperback, 2002

Directing Actors: Creating Memorable Performances for Film and Television, Judith Weston, Michael Wiese Productions, 1999

Introduction to Cinematography: Learning Through Practice, Tania Hoser, Taylor & Francis, 2018

The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie, John Rosenberg, Focal Press, 2018

Sound for Film and Television, Second Edition (Book & CD-ROM)

By Tomlinson Holman, Focal Press, 2001

The Power of the Actor, Ivana Chubbock, Gotham, 2005
The Intent to Live: Achieving Your True Potential as an Actor, Larry Moss, Bantam, 2005
In the Blink of an Eye: A Perspective on Film Editing, Walter Murch, 1995
Practical Moviemaking: A Handbook for the Real World, Joe Wallenstein, McFarland Publishing
Nothing Dies For Film, Joe Wallenstein, Amazon.com
Clearance & Copyright, 4th Edition: Everything You Need to Know for Film and Television Michael C. Donaldson, Lisa A. Callif: Books, Amazon.com
Film Directing Fundamentals: See Your Film Before Shooting, Nicholas T. Proferes, Focal Press, 2008.

Enjoy yourselves!

Statement of Understanding

I have read and understood the policies and procedures outlined in the 310 Syllabus, the CNTV Safety Seminar, the 310 Handbook, the USC Safety Rules for Student Productions, USC Student Production Handbook, and the USC Code of Ethics. This page must be signed and emailed aback to your Lead Faculty and SA.

I agree to conference with my instructors before creating any situation that might put my actors, crew, bystanders, or myself in jeopardy.

I am equally committed to protecting and enhancing the reputation of the University of Southern California and the USC School of Cinematic Arts through my actions and words.

Signature: _____

Print Name: _____

Date: _____