

CTPR 310—INTERMEDIATE PRODUCTION

SECTION 18484—GREEN | FALL 2021

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

CLASS TIME AND ROOM:

9-11:50 am Tuesday: **Full Class**

BREAK-OUT SESSIONS (See Class Calendar for Room Assignments):

9-11:50 am Thursday: **Producing**

9-11:50 am Thursday: **Directing**

1-3:50 pm Thursday: **Sound**

1-3:50 pm Thursday: **Editing**

1-3:50 pm Tuesday: **Cinematography**

INSTRUCTORS:

Producing: Scott Kroopf

Office Hours: 12-1 pm Tuesday and Thursday and by appointment

Directing: Jennifer Warren

Office Hours: By Appointment

Editing: Jason Rosenfield

Office Hours: By Appointment

Sound: Suhail F Kafity

Office Hours: Wednesday 9am - 12pm By Appointment

Cinematography: Charles Schner

Office Hours: By Appointment

STUDENT ASSISTANTS:

Producing/Directing: Jonathan E. McCormack

Editing: Avo Kambourian

Sound: Victoria Wang

Cinematography: Naixin Fan

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ADDITIONAL STAFF:

HEAD OF PRODUCTION: Joe Wallenstein

STAGE SCHEDULING: stages@cinema.usc.edu

EQUIPMENT CENTER (Lighting/Grip): Hector Trujillo

EQUIPMENT CENTER (Camera): Craig McNelley

POST-PRODUCTION: Tony Bushman

Help Desk 821-2638

Front Desk 740-3981

SOUND DEPT: Sound Window

BUSINESS OFFICE: Reba Mollock

REGISTRATION/STUDENT AFFAIRS: Marcus Anderson

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CLASS OVERVIEW:

CTPR 310 is an intensive practical group experience in making projects, strongly emphasizing creativity and collaboration. The class centers on three-student partnerships planning, shooting, and editing, three (5 minute 30 second) 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 practical 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.

CLASS DESCRIPTION:

This class is a workshop in both creativity and collaboration. During the 15 weeks, each partnership will make three short color digital projects, together. Students will rotate through the major disciplines of Producing, Directing, Picture Editing, Sound Recording/Design/Editing, and Cinematography, by performing different multiple roles in rotation between the three 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 Break-Out 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.

BOUNDARIES AND RULES: (Well...there always are some...)

- 1) 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

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the students' responsibility to make DVDs or the equivalent files of the finished project for their actors and crew. Check with your faculty and SAs about making DVDs from your Avid DNX file.

- 2) Students must purchase their own 64GB SDXC Class 10 cards, to record footage, and one 2to8GB SD card, to contain the camera settings, for the FS5 digital camera. The FS5 requires a 64GB SDXC Class 10 card to record in the proper codec (XAVC 50mbs) for this class. Smaller cards will not allow you to record in this format. Additionally, smaller cards will not allow you to record in higher frame rates for slow motion shots. Cards from Kingston, Lexar, Transcend and Sandisk have all been tested with the camera and are available at local stores and on Amazon.
- 3) It is recommended that shooting on a project be limited to one 64GB card (approximately 125 minutes or a 25:1 ratio.)
- 4) All members of the production partnership, i.e. all students associated with the production number, are equally accountable for the care and return of equipment in good condition and at the appointed time. Late, damage and lost fees will be charged equally to all members of the production number, even if member(s) were not present for the equipment check out.
- 5) See the 310 Burger for script guidelines. Dialogue and/or voice over, if any, may be only a minor element in your storytelling, no more than 40%. The emphasis of this class is to communicate through images and sound. Dependency on words is strongly discouraged, so don't count on them. Stories are told through the action. Stretch your minds in this area.
- 6) All shooting must take place within a 50-mile radius of USC. Also the length of a shooting day is strictly limited and may include travel time. (See "The Production Day" at the end of the syllabus for specific regulations.)
- 7) All shooting must be done on the school's Sony PXW-FS5 camera. Only if this camera is not appropriate due to the technical nature of a shot, a supplemental camera may be requested. Students must submit a written request to the Lead Professor at least a week prior to the first week of prep for their project and follow the procedure on the USC SCA Supplemental Camera Usage Request found on the SCA Community website in the Production Documents Section within the Student Production Resources. All supplemental equipment used with the camera must be approved by camera and lead faculty at least one week prior to the shoot. Drones are specifically not permitted in CTPR 310.
- 8) Cuts screened during Full Class and Editing Breakout will be screened from the AVID timeline.

At SCA we provide students with great flexibility and options where they choose to edit. Students can use The AVID Labs or if they have AVID on their laptops they can edit at home or anywhere in the school. Room B152 is designed for editing on a laptop, plugged into two monitors, a keyboard, and a mouse. **If you choose to edit on a laptop, please follow the following requirements:**

You must use an SCA approved laptop along with the following:

- An SCA approved hard drive
- A thumb drive
- Headphones with a 1/4-inch phono jack (in B152)

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- Avid software and Sapphire software (free) as specified in enclosed links (you will need to have the same versions of AVID and Sapphire as those in the lab in order to move your project between your laptop and the lab or classroom computers.)

Check out this link and purchase only approved SCA equipment and software.

<http://cinema.usc.edu/laptops/>. On the link that there are special laptop prices available for students through the USC bookstore. In addition, our IT Department has established a special relationship for us with Melrose Mac. If you are experiencing difficulty reaching Melrose Mac or the contact listed on the Cinema site for Sapphire plugins, please email creativetech@cinema.usc.edu with as much detail as possible about the issue you are experiencing.

- 9) 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 extremely 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.
- 10) 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.)
- 11) All members of a given production number are equally responsible for the check out and return of the equipment in proper working condition, safe and on time. This includes camera, lighting and sound equipment. The equipment is checked out to all members of the production number even if they have not been present or signed out any gear in person. Check SCA Community to see all production numbers you are associated with and therefore responsible for. Check SCA Knowledgebase for Camera and Lighting room operating hours, guidelines and contact info. Camera returns require only one member of the trio to be present for the return. The member that returns will be verbally informed of any missing gear and an automated email will be sent to the email of the student that checked out the camera gear at the start of the semester. This email will list what has and has not been returned. There will be a three-day window after the return date to return missing gear. After that the equipment will be declared lost and the trio will be charged. No late returns of equipment will be accepted after that date. The trio is financially responsible as a group for the cost of replacement.

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

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- 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. Any member of the trio found doing the job of another member risks failure of the course. 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.)
- 3) **All copyrighted material must be cleared and acknowledged in your credits.** Clearance can run the gamut from being a giant pain to totally impossible, and copyrighted 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. All music in the project must be composed for the project.
- 4) **All children, even your own, require a Certified Studio Teacher present on the set.** This can cost bucks unless you can talk one of LA's CSTs into doing it for the credit and the glory. You must also notify the Head of Physical Production if you intend to use a child and bring a written clearance from the Head of Physical Production to your instructor before filming with a child.
- 5) **The City of Los Angeles Film Permit Office requires that an off-duty police officer be hired for the filming of any exterior scene in which a weapon is brandished (this includes prop guns). The rate for an off-duty officer is about \$400 for an 8-hour day.**

SCA FALL 2021 PRODUCTION PROTOCOLS

Vaccination:

- Only fully vaccinated individuals or approved exempt USC students are allowed to participate on SCA productions. This applies to all members of the cast and crew — including but not limited to extras, production assistants, stunt coordinators, make-up artists, studio teachers, etc.
- An individual is considered fully vaccinated two weeks after receiving a single dose of the Johnson & Johnson vaccine or two weeks after receiving the second dose of the Pfizer or Moderna vaccine or a vaccine authorized for emergency use by the World Health Organization.
- At least 7 days before the start of production, the Student Producer must obtain proof of vaccination from every member of the production team — crew, cast, and anyone else present on set.
- The Student Producer must submit proof of vaccination to the Lead SA and Lead Faculty of

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the class before the start of production.

- USC students who are unable to receive a Covid-19 vaccine because of approved medical contraindication, disability, or sincerely held religious belief, practice, or observance, may seek an accommodation by which they are tested a minimum of 3 times per week in lieu of vaccination. This applies only to USC students who have received an approved exemption from the University

Testing:

- All cast and crew must provide the Student Producer a copy of a negative Covid-19 PCR lab-based test taken within 72 hours of the start of shooting.
- Any unvaccinated USC student who has received an approved exemption from the University must show proof to the Student Producer of three (3) negative PCR lab-based Covid-19 tests taken within the week prior to the start of shooting.
- The Lead SA and Lead Faculty must be given proof of all negative Covid test results prior to the start of shooting.
- If any individual tests positive for Covid-19, that person will not participate in the production and will immediately inform the Student Producer and the University by contacting the USC COVID-19 hotline at 213-740-6291 or covid19@usc.edu.
- NOTE: If the individual who tested positive for Covid-19 used the USC Student Health's Pop Testing program, you do not need to notify the University, as positive results are automatically followed-up with contact-tracing interviews.
- The Student Producer must immediately inform the Lead SA and the Lead Faculty of the class of any positive test results and will make certain that the individual who tested positive immediately contacts the USC COVID-19 Hotline.

Symptoms:

- If during production, any individual has any symptoms related to Covid-19, they must report the symptoms immediately to the Student Producer, who will inform the Lead SA and Lead Faculty of the class.
- The individual will immediately get tested, self-isolate, wear a mask, and practice social distancing. This individual will not return to the production unless they have a negative Covid-19 test 72 hours prior to returning to the set and then another negative test 36-48 hours prior to returning to the set.

Masking:

- During shoot days, all personnel must always wear a mask while on set. Performers in the film will only remove masks on set during takes and rehearsals.

Meals:

- All meals will be eaten outdoors, away from the shooting area. Individuals may remove their masks for eating or drinking, and they will maintain a social distance of at least six feet from

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other cast and crew members.

- All meals must be in individually packaged servings, and beverages will come in individual bottles. No shared or buffet-style food or drinks will be allowed. Cast and crew have the option of bringing their own meals, as long as they are not shared with other cast and crew members.

Cast and Crew Limitations:

- The number of cast and crew members on CTPR 294, 310, 507, and 508 productions must not exceed a total of 10 people on set on any production day. The number of cast and crew members on CTPR 290 productions must not exceed a total of 7 people on set on any production day.
- All SCA productions are encouraged to limit on-set intimacy and stunt work.

Casting, Rehearsals, and Production Meetings:

- All SCA productions are encouraged to cast performers who are above 12 years old. If you have a minor on your set, the minor, the guardian on the set, and the studio teacher all need to follow testing protocols.
- All casting must be done remotely by video conference. Production meetings and rehearsals should be done remotely whenever possible.
- If you have an in-person production meeting, individuals must wear face masks at all times. If you have an in-person rehearsal with an unmasked actor, they must produce a current negative Covid test. Everyone must follow proper health and hygiene protocols and attempt to maintain social distancing.

Student Producers:

- Although Student Producers are responsible for ensuring that SCA Safety Protocols are strictly followed by all cast and crew members, it is incumbent on all key crew to make sure these rules and regulations are followed.
- Student Producers are responsible for submitting all the necessary Covid-related documentation — including proof of vaccination for all cast and crew members and proof of negative test results for all cast and crew members — to the Lead SA and Lead Faculty prior to the start of production.
- If all the necessary Covid-related documents are not submitted to the Lead SA and Lead Faculty prior to the start of production, the project will not receive a greenlight and will not be allowed to begin production.

Violations of Covid Protocols:

- If any of the Covid-19 safety protocols are violated, the SCA production may be suspended or shut down immediately and students could potentially receive a failing grade for the project.

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USC Covid-19 Resource Center:

- For the latest Covid-19 information, updates, and support for the USC community, visit the USC COVID-19 Resource Center at <https://coronavirus.usc.edu/>

SCA COVID Advisor:

- David Maquiling will be on staff to answer any questions regarding COVID compliance. There will be a COVID Production Protocols Seminar recording for students and faculty to view on SCA Community. David can be reached at maquilin@usc.edu.

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 unsafe 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.

CTPR 310 VEHICLE POLICY

In addition to POV shots from inside a closed automobile, moving motor vehicles may be used in CTPR 310 productions on University of Southern California property, private property (both commercial and non-commercial), and public property. Such motor vehicle use, either moving or non-moving will require all necessary **permits and oversight** by the owners of the properties, evidence of which must be presented to all the section instructors as well as SCA Head of Production prior to shooting. This documentation must include location permits from the agency that controls the property, as well as detailed shooting plans, and an approved Hazardous Shooting Form.

The Rule of six does not apply in these situations

For all motor vehicles use on public or commercial property, proof of securing off duty police sufficient to control traffic for the shoot must be presented prior to the shoot.

Moving motor vehicles may not be used as a dolly to record staged action.

No grip or electrical equipment may be used in a shoot involving a moving motor vehicle.

The driver may not be interviewed or deliver dialogue while the vehicle is in motion.

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: here, especially, you hang together. Any safety violation will reflect on all partners and make each subject to possible disciplinary action.

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Discuss with your Camera, Directing, and Producing instructors any and all shots that involve weapons, projectiles, cars, stunts, or risky procedures before shooting your project. They must be cleared and signed off on the proper forms **before you shoot**, not only by your Directing, Producing, and Camera instructors, but also by the school 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:

https://scacommunity.usc.edu/resources/physical_production/hazardous_form.cfm

The form is a three-step process. You must complete it, have your directing, producing, AND cinematography instructors approve and sign it. Then take it to the Head of Physical production for a signature, and, finally, back to your producing instructor for final approval. 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.

Stay alert on the set at all times. You will be dealing with electricity, hot lights, and fatigue. With this combination, 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.

Bottom line, though, you may not change partners or role orders, do a project on your own in this class, usurp any of your trio-mates responsibilities, or disrupt the class activities of your trio and classmates. This is considered a failed partnership and can result in a failing grade for all three partners. See page 13 for additional details on Disruptive Behavior.

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

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- 1) A file of the DIGITAL PRODUCTION NOTEBOOK must be kept on all students' desktop during production (as to have access in case shooting location does not have WiFi). As well, a file or notebook with printed documents will be required on set for shooting (documents including location releases, volunteer forms, actors' forms, Exhibit G, call sheets, etc.) Each partnership must collect copies of location permits, actor releases, emergency medical information, music clearances, call sheets, script breakdowns, lined scripts, etc., and put them in a **Digital Production Notebook** for archival purpose. Turn these into your Producing instructor at picture lock. (See "Production Book Requirements" pages 21-23 for a complete list of necessary documents) You will not get a grade until this is completed. This is just good practice.
- 2) 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 calendar weekly 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.
- 3) Other deadlines are noted on your schedule. In particular, production paperwork including script drafts, breakdowns, call sheets, storyboards, shot lists and lined scripts are due (**in duplicate**) 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".
- 4) 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.

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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

This course relies heavily on interaction between instructor and students and your participation constitutes a significant component of the learning process. Your attendance is fundamental to the structure of this course and the objectives and goals and is therefore mandatory

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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 students 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 or contact the Production Office at 213-740-3317.

Turn your phone all the way off during class. This applies **to ALL PERSONAL ELECTRONIC DEVICES** (known or unknown throughout the present or any expanded universe). The success of this class depends on every student's full presence. Or, as Ram Dass said, "Be here now." Students will receive a downgrade of one notch (B becomes B-) for every two instances of violation of the policy of having cell phones on during class.

Email Policy: All email communications regarding school business must be conducted using @usc.edu email. No exceptions.

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

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PROJECT # 3

Partner A --- Cinematographer/Editor

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

Partner C --- Writer/Director

TURNOVER PROCEDURE:

The Sunday before Turnover Tuesday, all trio members and faculty meet for last look and input. The meeting can be either in person or online. If online, it must be on Zoom so that faculty can see Avid timeline in operation.

Sunday to Tuesday: Trio members, on their own, wherever they want, picture lock their Project.

Tuesday: Turnover Day. Editors and Edit SAs only come to class.

On Turnover Day:

- No editing notes or changes
- Sequences will be to time
- Formatting will be done (mastering elements.)
- Titles will be in place
- Output will have been done to QuickTime by students
- Check technical specs of QuickTime and output AAF for sound editors.

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310 GREEN CLASS SCHEULE

AUGUST/SEPTEMBER 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Aug 10	Aug 11	Aug 12	Aug 13	Aug 14	Aug 15/16
				3-5p MANDATORY Safety Seminar	
WEEK-1 Aug 23	Aug 24	Aug 25	Aug 26	Aug 27	Aug 28/29
Writer/Directors Upload revised P1 scripts to G-Drive by 6pm	9-11:50a FULL CLASS Orientation & P1 Script Read-Throughs, SCA 310 1-3:50p P1 Cine. SCE Stg1		9-9:50a P1 Producer (Movie Magic), SCA 356 10-11:50a P1 Producer, SCA 310 9-11:30a P1 Directors, SCA 363 12-1:50p FULL CLASS Editing, SCA B120 2-3:50p FULL CLASS Sound, SCA B148		Sat, Aug 22 9am--4pm Cine Bootcamp (All 310 Green students) 9a-12p, Cine, SCA Gallery 1-2:30p, Grip, RZC Stg D 2:45-4p, Electric, RZC Stg 3
WEEK #2 Aug 30	Aug 31	Sep 1	Sep 2	Sep 3	Sep 4/5
Journals due by 9am Monday P1 Writer/Directors Upload Revised Script P1 Producers upload Shooting Schedule, Prep Calendar & Prod Presentation by 6pm	9-11:50a P1 Prod Presentation (Trio schedule TBA), SCA 310 1-3:50p P1 Cine, SCE Stg1 P1 Producer remind Cast & Crew to get tested early on Sept 1st	P1 Producers upload Greenlight Pkg to Google Drive by 6pm	9-11:50a P1 Trio Greenlights (Trio schedule TBA), SCA 310 1-3:50p P1 Editors, SCA B148 1-3:50p P1 Sound, SCA B105 P1 Producer get test results for Cast & Crew and submit to Scott & Jonathan	All P1 Cast & Crew must have a negative COVID PCR Test in order to shoot.	P1 SHOOT DAY #1-2
WEEK #3 Sep 6	Sep 7	Sep 8	Sep 9	Sep 10	Sep 11/12
LABOR DAY Journals & DPRs due by 9am Monday	9-11:50a FULL CLASS P1 A Dailies, SCA 310 1-3:50p P1 Cine, SCE Stg1 P1 Producer remind Cast & Crew to get tested early on Sept 8th		9-11:50a P1 Producers, SCA 310 9-11:50a P1 Directors, SCA 363 1-3:50p P1 Editors, SCA B148 1-3:50p P1 Sound, SCA B105 P1 Producer get test results for Cast & Crew and submit to Scott & Jonathan	All P1 Cast & Crew must have a negative COVID PCR Test in order to shoot.	P1 SHOOT DAY #3-4
WEEK #4 Sep 13	Sep 14	Sep 15	Sep 16	Sep 17	Sep 18/19
Journals & DPRs due by 9am Monday	9-11:50a FULL CLASS P1 Assembly, SCA 310 Export QT for Sound 1-3:50p P2 Cine, SCE Stg1		9-11:50a Individual Trio Mtgs (TBD) P1 EDITORS CUT, SCA 310 1-3:50p P1 Editors & Directors, SCA B148 1-3:50p P1 Sound, SCA B105		Sun Sept 19th P1 Fine Cut Screening for Faculty, Trio Schedule TBA [ON ZOOM]

CTPR 310—18484 GREEN SECTION

FALL 2021

SEPTEMBER/OCTOBER 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
WEEK #5 Sep 20	Sep 21	Sep 22	Sep 23	Sep 24	Sep 25/26
Journals due by 9am Monday	<p>9-11:50a P1 TURNOVERS (P1 Editors Only), SCA B148 Credits locked by 9m Export AAF & QT for Sound</p> <p>1-3:50p P1 Cine, SCE Stg1 Color Grading instruction</p> <p>P1 Directors upload Director Notebooks and P1 Producer upload Prod Notebook to G-Drive by 6 pm</p>		<p>9-9:50a P2 Producer (Movie Magic), SCA 356 10-11:50a P2 Producers, SCA 310 9-11:50a P2 Directors, SCA 363</p> <p>1-3:50p P1 Sound, SCA B105</p> <p>[NO EDITING CLASS]</p>	P1 Editor & Edit SA do video mix-down of CC pix. SA takes drives.	Sun Sept 26th P1 Sound Editors Table Screenings, B118/120
WEEK #6 Sep 27	Sep 28	Sep 29	Sep 30	Oct 1	Oct 2/3
Journals due by 9am Monday P2 Producers upload Prep-Calendar and Shooting Schedule by 6pm	<p>9-11:50a P2 Director, Room TBD</p> <p>1-3:50p P2 Cine, SCE Stg1</p> <p>Upload Final P1 Production Notebook to G-Drive by 6 pm</p> <p>P1 Music due by 6pm</p>	P2 Writer/Directors Upload P2 Script to G-Drive by 6pm	<p>9-11:50a FULL CLASS P2 Script Read-Throughs, SCA 310</p> <p>1-3:50 P2 Director, SCA 363 1-3:50p P1 Sound Lock, SCA B105 (NO EDITING BREAKOUT)</p>	P1 Sound Mixes Editors & Edit SA marry video mix-down to audio mixed track, upload to server & Kipro.	P1 SCREENING – SUN 10/3 Norris Theater 6-10:30pm (GREEN 6:30-7:30PM)
WEEK #7 Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9/10
Journals due by 9am Monday P2 Writer/Directors Upload Revised Script P2 Producer Upload Prod Presentation by 6pm	<p>9-11:50a P2 Prod Presentation (Trio schedule TBA), SCA 310</p> <p>1-3:50p P2 Cine, SCE Stg1</p> <p>P2 Producer remind Cast & Crew to get tested early on Oct 6th</p>	P2 Producers upload Greenlight Pkg to Google Drive by 6pm	<p>9-11:50a P2 Trio Greenlights (Trio schedule TBA)</p> <p>1-3:50p P2 Editors, SCA B148 1-3:50p P2 Sound, SCA B105 P2 Producer get test results for Cast & Crew and submit to Scott & Jonathan</p>	All P2 Cast & Crew must have a negative COVID PCR Test in order to shoot.	P2 SHOOT DAY #1-2
WEEK #8 Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16/17
Journals & DPRs due by 9am Monday	<p>9-11:50a FULL CLASS P2 A Dailies, SCA 310</p> <p>1-3:50p P2 Cine, SCE Stg1</p> <p>P2 Producer remind Cast & Crew to get tested early on Oct 13th</p>	<p>6-8:50p P2 Producers, Room TBD</p> <p>6-8:50p P2 Directors, Room TBD</p> <p>6-8:50p P2 Editors, Room TBD</p>	FALL RECESS P2 Producer get test results for Cast & Crew and submit to Scott & Jonathan	FALL RECESS	P2 SHOOT DAY #3-4

CTPR 310—18484 GREEN SECTION

FALL 2021

OCTOBER/NOVEMBER 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
WEEK #9 Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23/24
Journals & DPRs due by 9am Monday	<p>9-11:50a FULL CLASS P2 Assembly, SCA 310 Export AAF & QT for Sound</p> <p>1-3:50p P3 Cine, SCE Stg1</p>		<p>9-11:50a TRIO Mtgs (TBD) P2 EDITORS CUT, SCA 310</p> <p>1-3:50P P2 Editors/Directors, SCA B148 1-3:50p P2 Sound, SCA B105</p>		<p>Sun Oct 24th P2 Fine Cut Screening for Faculty, Trio Schedule TBA [ON ZOOM]</p>
WEEK #10 Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30/31
Journals due by 9am Monday	<p>9-11:50a Trio by Trio, SCA B148 P2 TURNOVERS (P2 Editors Only) Credits locked by 9m Export AAF & QT for Sound</p> <p>1-3:50p P2 Cine, SCE Stg 1 Color Grading instruction</p> <p>P2 Directors upload Director Notebooks and P2 Producer upload Prod Notebook to G-Drive by 6 pm</p>		<p>9-9:50a P3 Producer (Movie Magic), SCA 356 10:00a-11:50a P3 Producers, SCA 310 9-10:00a P3 Directors, SCA 363</p> <p>1-3:50p P2 Sound, SCA B105 [NO EDITING CLASS]</p>	<p>P2 Editor & Edit SA do video mix-down of CC pix. SA takes drives.</p>	<p>Sun Oct 31st P2 Sound Editors Table Screenings</p>
WEEK #11 Nov 1	Nov 2	Nov 3	Nov 4	Nov 5	Nov 6/7
Journals due by 9am Monday	<p>9-11:50a P3 Directors, Room TBD</p> <p>1-3:50P P3 Cine, SCE Stg1</p> <p>Upload Final P2 Production Notebook to G-Drive by 6 pm</p> <p>P2 Music due by 6pm</p>	<p>P3 Writer/Directors Upload P3 Script to G-Drive by 6pm</p>	<p>9-11:50a FULL CLASS P3 Script Read-Throughs, SCA 310</p> <p>1-3:50p P3 Directors, SCA 363 1-3:50p P2 Sound, SCA B105 Mixed track, upload to server & Kipro.</p>	<p>P2 Sound Mixes Editors & Edit SA marry video mix-down to audio</p>	<p>P2 SCREENING – SUN 11/7 @ Norris Theater 6-10:30pm (GREEN 7:30-8:30pm)</p>
WEEK #12 Nov 8	Nov 9	Nov 10	Nov 11	Nov 12	Nov 13/14
Journals due by 9am Monday	<p>9-11:50a P3 Prod Presentation (Trio schedule TBA), SCA 310</p> <p>1-3:50p P3 Cines, SCE Stg1 P3 Producer remind Cast & Crew to get tested early on Nov 10th</p>	<p>P3 Producers upload Greenlight Pkg to Google Drive by 6pm</p>	<p>9-11:50a P3 Trio Greenlights (Trio schedule TBA), SCA 310</p> <p>1-3:50p P3 Editors, SCA B148 1-3:50p P3 Sound, SCA B105 P3 Producer get test results for Cast & Crew and submit to Scott & Jonathan</p>	<p>All P3 Cast & Crew must have a negative COVID PCR Test in order to shoot.</p>	<p>P3 SHOOT DAY #1-2</p>

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FALL 2021

NOVEMBER/DECEMBER 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
WEEK #13 Nov 15	Nov 16	Nov 17	Nov 18	Nov 19	Nov 20/21
<u>Journals & DPRs due by 9am Monday</u>	9-11:50a FULL CLASS P3 A Dailies, SCA 310 1-3:50p P3 Cine, SCE Stg 1 <u>P3 Producer remind Cast & Crew to get tested early on Nov 17th</u>		9-11:50a P3 Producers, SCA 310 9-11:50a P3 Directors, SCA 363 1-3:50p P3 Editors, SCA B148 1-3:50p P3 Sound, SCA B148 <u>P3 Producer get test results for Cast & Crew and submit to Scott & Jonathan.</u>	<u>All P3 Cast & Crew must have a negative COVID PCR Test in order to shoot.</u>	<u>P3 SHOOT DAY #3-4</u>
WEEK #14 Nov 22	Nov 23	Nov 24	Nov 25	Nov 26	Nov 27/28
<u>Journals & DPRs due by 9am Monday</u>	9-11:50a TRIO MTGS (TBD) P3 Assembly, SCA 310 Export AAF & QT for Sound 1-3:50p P3 Editors/Director, SCA B120 1-3:50p P3 Sound, SCA B105		THANKSGIVING BREAK		<u>Sunday Nov 28th P3 Screening for Faculty, Trio Schedule TBA [ON ZOOM]</u>
WEEK #15 Nov 29	Nov 30	Dec 1	Dec 2	Dec 3	Dec 4/5
<u>Journals due by 9am Monday</u>	9-11:50a FULL CLASS P3 Editors Cuts, SCA 310 1-3:50p P3 Cine, SCE Stg 1 Color Grading instruction <u>P3 Directors upload Director Notebooks to G-Drive by 6 pm</u>		9-11:50a P3 TURNOVERS (P3 Editors Only), SCA B148 Credits locked by 9m Export AAF & QT for Sound 1-3:50p P3 Sound, SCA B105 <u>P1 Directors upload Director Notebooks and P1 Producer upload Prod Notebook to G-Drive by 6 pm</u>	CLASSES END	STUDY DAYS <u>Sun Dec 5th P3 Sound Editors Table Screenings,</u>
WEEK #16 Dec 6	Dec 7	Dec 8	Dec 9	Dec 10	Dec 11/12
STUDY DAY	STUDY DAY <u>P3 Music due by 6pm</u>	P3 Video Mixdown of color corrected picture. 9-11:50a P3 Sound, Room TBD 1-3:50P P3 Sound, Room TBD	1-3:50P P3 Sound Lock, SCA B105 <u>Upload Final P3 Production Notebook to G-Drive by 6 pm</u>	P3 Sound Mixes Editors & Edit SA marry video mix-down to audio mixed track, upload to server & Kipro.	<u>P3 SCREENING – SUNDAY 12/12 @ Norris Theater 6-10:30pm (GREEN 7:30-8:30pm)</u>

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

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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/ssa

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/](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.

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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

Voice and Vision: A Creative Approach to Narrative Film & DV Production, Hurbis-Cherrier, Focal Press, 2007

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

AFTER ALL THAT...

Enjoy yourselves! This class can be a lot of work and even very stressful. The best antidote is to be working on a project that is MEANINGFUL to you personally. Don't get lost thinking of your last project, your next project, or the great job you'll get in Hollywood. Think only of THIS project, breathe life into it, and give it your all. That is the key to success.

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PLEASE NOTE: FOOD AND DRINKS (OTHER THAN WATER) ARE NOT PERMITTED IN ANY INSTRUCTIONAL SPACES IN THE CINEMATIC ARTS COMPLEX.

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310 Burger Menu

We can do it your way... but don't get crazy.
Guidelines for conceptual thinking, or how to make
your film more likely to be greenlit for production

The **BASIC BURGER** includes the following:

- Five pages or fewer
- 40% dialogue or less (LEAN and DELICIOUS!)
- Three characters
- Four sets, two locations

Additional Toppings (Up to THREE additional)

More than 50% dialogue

Minors

Add Two Add'l Locations

Add Two Add'l Actors

Animals

Non-English dialogue

Visual Effects (each is an add on)

Period pieces

Non-supported cameras

Complex Wardrobe

Stunts (each stunt an add-on)

Complex Production Design

Prop Weapons

The Following are NOT Appropriate for 310:

Aerial Photography

Driving While Acting

Guns With Moving Parts

Non-Prop Weapons

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FALL 2021

310 DIGITAL PRODUCTION NOTEBOOK

~ Submit to Jonathan on Turnover Day for comments—Due one week after Turnover Day ~

FOLDER NAME should include **FILM TITLE**, **PRODUCTION NUMBER** and **TRIO LAST NAMES**

REQUIRED CONTENTS

All documents should be uploaded as *SEARCHABLE PDFs*

VIDEO FILES

- **MASTER COPY** of completed film (including all mastering elements)
- **VIEWING COPY** of completed film (without mastering elements)

DOCUMENTS divided by category

- **GENERAL PROJECT INFORMATION**
 - **PRODUCTION NUMBER** and **FINAL TITLE** of the project
 - A one-line **LOGLINE** for the project
 - A one-paragraph **SYNOPSIS** of the project
 - All **CREDITS** as they appear on screen in the final project (full **CAST LIST** and **CREW LIST**)
 - Project **LANGUAGE** if not in English and subtitled
- **SCRIPT INFORMATION**
 - A copy of the **FINAL SHOOTING SCRIPT** as approved for production
 - The **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**)
 - An **ORIGINAL WRITING RELEASE** for the script (even if the director of the project is the screenwriter)
- **TRIO FORMS**
 - A signed **STUDENT CERTIFICATION FORM** (shows that all members of the trio understand that USC holds the copyright to the project)
 - Completed **TRIO INFORMATION FORM**
- **TALENT (ACTOR) FORMS** (*including any and all **MINOR FORMS***)
 - Signed **ACTOR RELEASE FORM** for each member of the cast
 - Signed **EXHIBIT G FORM** for any SAG actors used
 - Signed **EXTRA RELEASE FORMS** for all people on-camera not classified as actors
 - Signed **NUDITY RELEASE FORMS** (if needed)
 - Signed **MINOR FORMS** filled out by a parent or guardian, including (for each minor on set)...
 - **MINOR RELEASE FORM**
 - Copy of their **MINOR WORK PERMIT**
 - **STUDIO TEACHER CONFIRMATION FORM**
 - Copy of **STUDIO TEACHER PERMIT**

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- **PRODUCTION FORMS**
 - Signed **VOLUNTEER RELEASE FORM** for all students/workers on the project who are not actors (if a student is both volunteer and an actor/extra, they must fill out ALL release forms that apply)
 - **EMERGENCY MEDICAL INFORMATION FORM** for all people (cast *and* crew) on set
 - **SHOOTING SCHEDULE**
 - **CALL SHEETS** for each day of shooting
 - **DAILY PRODUCTION REPORTS** for each day of shooting
 - Any required **HAZARDOUS SHOOTING FORMS**
 - **LOCATION** information and forms, including...
 - **LIST OF LOCATIONS**
 - **LOCATION RELEASE FORM** for each location
 - **LOCATION PERMIT** for each location
- **DOCUMENTARY RELEASE FORM** if project is a documentary (for all people on screen in project)
- **CREATIVE ASSET RELEASE FORMS** (*any copyrighted item in the film must be cleared - if the item is in the Public Domain, please include a **PROOF OF PUBLIC DOMAIN***)
 - **ART RELEASE FORMS**
 - **STOCK FOOTAGE RELEASE FORMS**
 - **COMPOSER MUSIC RELEASE FORMS**
 - **PRE-EXISTING MUSIC RELEASE FORMS**
 - Identify and list any **AUDIO** and **SOUND EFX** taken from USC-owned or -subscribed sound effects libraries
 - Letter from USC Law School IP and Technology Clinic for any **FAIR USE CLAIMS** (iptlc.usc.edu/)
- **BUDGET**
 - A copy of the **FINAL APPROVED BUDGET**
 - A copy of all **INSURANCE FORMS**

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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) _____

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THE PRODUCTION DAY

1. **Stage work:** Twelve hours from start to finish including a half hour for lunch. A thirteenth hour may be used for wrapping equipment.
2. **Report To:** Crew and cast may report to a location within a thirty-mile radius from USC. 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. There is no 13th hour for wrap. A half hour lunch is included in the twelve hours.

3. **Outside the “Zone”:** If the location is between thirty and fifty miles from USC all travel time is considered work time.

If the crew leaves from USC at 7 A.M. and travels an hour and a half to the location and must travel an hour and a half back at the end of the day, the practical effect is the students have only a nine-hour shooting day.

Travel may not be added to the front or back as an outside entity. A half-hour lunch is also deducted from the total twelve hours.

Distant Location: LOCATIONS BEYOND 50 MILES ARE NOT ALLOWED.

THE BEST USE OF THE SHOOTING DAY IS EITHER AN ON-CAMPUS OR A NEARBY LOCATION

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CTPR 310 REQUIRED PARTNERSHIP ROLES

FIRST PARTNER

- Writer/Director

SECOND PARTNER

- Cinematographer
- Camera Operator
- 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

Producer: team leadership and collaboration; resource allocation and management; development, including script breakdowns, call sheets, production scheduling, casting and locations; guiding the production team through all phases of production and post-production; working within the budget; creative problem solving.

Writer/Director: responsible for completed script and comprehensive artistic point of view about the material that he/she shares with all cast and crew, create a group goal that is reflected in all his/her preparation, auditions/casting, rehearsing, pre-production. Meet with DP to determine lighting design, shot breakdown, create shooting script with arials and storyboards with DP. Work with editor after first cut and select shots for dailies.

Cinematographer/Camera Operator/Gaffer: collaborate with Director to determine visual style, shot list and lighting design, determine equipment needs, reserve extra equipment, supervise extra technical crew, light readings, safety, Assemble and load camera, focus, set composition, focus shot, execute camera movement, manage digital data at conclusion of filming, Setting lights, electrical, safety.

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Picture Editor: creatively assemble shots to support the intended theme and story of the director, edit key sound, and prepare selected dailies for screening. Lay-back mixed sound to picture with Sound Editor.

Sound Designer: conceive map of sound design elements in collaboration with editor and director; working with composer (optional), pre-mix consultation with mixer.

Sound Editor/Mix Prep: sound recording, transfers, research music and effects, assemble and cut-in audio tracks according to designer's wishes, split and clean tracks, create cue sheets for mix. Lay-back mixed sound to picture with Picture Editor.

VFX Coordinator/Artist: plan, execute and design any visual effects shots, to be done in the SCA Post lab

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
- Hair/Make-up*
- Stunt Coordinator*
- Assistant Director (with Producing Instructor approval)
- Film Composer
- Focus Puller
- Production Assistant
- Animal Wrangler*
- Police*
- Visual Effects Creator

*May be paid for services. Hair & Make-up for box fee only.

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310 CREDITS TEMPLATE

BEFORE YOU BEGIN CREATING YOUR CREDITS, PLEASE NOTE THAT CREDITS FOR KEY ROLES (DIRECTOR, DP, EDITOR, PRODUCER ETC.) MUST ALL BE IN THE SAME SIZE FONT AND MUST RECEIVE EQUAL SCREEN TIME. IN OTHER WORDS, 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

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**

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

**

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Title of movie Copyright (*year completed*) University of Southern California
(ie. copyright must appear with title)

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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.

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: _____