

*Please note that all course descriptions and curriculum detail herein are subject to change. Instructors may present course content in different sequence and/or otherwise vary course content and structure according to their wishes. Specific classes may or may not be taught on all campuses, and may be consolidated and/or eliminated due to demands of attendance, staffing, equipment, facilities, and/or space.*

## **Location Management Training Program**

**Objective:** To train Connecticut residents in the basic duties and practices of the locations department.

**Program Synopsis:** The first week will involve an overview of the department, along with detailed lessons in scout photography, presentation, and paperwork.

The second week will involve practice scouting, lectures by working location professionals, scouting for locations, and planning for management of specific locations.

The following lesson plan defines specific subjects to be covered in the training program and is required as a basis for instruction for each component. Within the described daily and weekly framework of the program, the grantee and/or hired instructor are encouraged to supplement the curriculum as they see fit.

Because all feature film positions and departments are not currently included in the training program, the use of guest speakers is encouraged as an enhancement to the lesson plan. Recommended guest speakers for the Location Management Training Program include: Director, First Assistant Director, Production Designer, and Accountant.

**Required Text:** Location Scouting & Management, Robert Maier, Focal Press, 1994.

**Required Items:** Laptop computer, digital camera, cell phone, car

### **Half-Day Introductory Lecture Location Management and Scouting**

Locations Department

- Job Categories within the Department
- Responsibilities of the Location Manager
- Pre-production, Production, & Post-Production
- Techniques of Location Scouting
- Photographing a Location

- Dealing with Property Owners
- Building Databases
- Paperwork for the Locations Department
- How to Search for Particular Locations
- Demonstration of Digital Photography Techniques
- Demonstration of Photoshop & Panoramic Folders
- Trainees will Examine Folders and Discuss each Location
- Shoot Planning and On-set Logistics
- Staying ahead of the Shooting Crew

## **Week One, Day One**

**9:00 – 9:20am:** Opening Remarks by Instructor

**9:20 – 10:50am:** Aptitude Test

- This test will measure trainees' current knowledge
- Trainees will draw how to shoot a location
  - Will test knowledge of photography
- Questions will address protocols on set

**10:25 – 10:35am:** Break

**10:50 – 12:00pm:** Review of Aptitude Test

- Trainees will each correct someone else's test
- Instructor will go over each question

**12:00 – 1:00pm:** Lunch

**1:00 – 3:00pm:** Lecture on the 4 Bs of Locations

- Being professional
- Being presentable
  - Clothing
  - Hygiene
- Being knowledgeable
  - About the project
  - About the area
- Being a communicator
  - With property owners
  - With members of the crew

**3:00 – 5:00pm:** Makeup of Locations Department

- Locations Manager
- Assistant Locations Manager
- Locations Assistant
- Location Scout

- Location PA
- Lecture: A Location Scout will come in and talk about what their job is to the class

**Homework:** Trainees will think about a place that they can scout (a house, a park, etc.) and get permission to shoot that place the next day.

## Week One, Day Two

### 9:00 – 10:25am: Shooting Locations, Part 1

- Read the script
  - Whether doing one day, or on the job the whole time
- Put together scout letter
  - Saying what the movie is
  - Production company
  - Who the actors are
  - No longer than one page
- Location Mgr. meets with Director and Designer
  - Discusses what they're looking for
  - Designer narrows decisions down
  - Director makes final decision

### 10:25 – 10:35am: Break

### 10:35am – 12:00pm: Shooting Locations, Part 2

- Make sure locations are cleared to shoot
  - Property owners allow shoot to happen
  - Important to have locations to show you can use
- Have all pertinent information about when and where you can shoot
- Exercise: Have students present where they got locations to shoot, and present their information
  - Instructor will critique completeness of information

### 12:00 – 1:00pm: Lunch

### 1:00 – 3:00pm: How to Shoot

- Should be as if a walking tour
- Scout inside, outside, front and back
- Crank lens down to 50mm
  - (Human eye sees at this lens)
- Everyone shoots and presents digitally, or online now
  - Show online folders
  - Go through each item
- Start with exteriors, shoot all four directions and label

- Show three sides in every shot, at midpoint of the room

### **3:00 – 5:00pm: Walkthrough of Scouting Pictures**

- Class will go to pre-approved location to scout
  - Nearby to teaching location
- Each student will take photos of location
- Instructor will take photos as well
- Get back to class, instructor will put up their photos, and students can compare their own photos to what instructor took

## **Week One, Day Three**

### **9:00 – 10:25am: Tech Scouts and Directions**

- Tech Scouts
  - Who's involved
  - Putting one together
  - Paperwork
- Directions
  - How to create directions
  - How to create maps
  - Differences in presentation
- Exercise: Trainees will create maps and directions to a location, according to specifications from the instructor

### **10:25 – 10:35am: Break**

### **10:35am – 12:00pm: Community Relationships**

- State government
- City government
  - City hall
  - Police
  - Fire department
  - EMS
- State agencies
  - Department of Transportation
- Lecture: Have a state or local official come in and speak with class about dealing with filming in their particular area

### **12:00 – 1:00pm: Lunch**

### **1:00 – 3:00pm: Class Scouting**

- Trainees will scout locations they found on day one
  - Trainees will scout locations OTHER than the ones they themselves found

- Will teach dealing with new people
- Will create unexpected situation
- Trainees will take photographs of locations

**3:00 – 5:00pm: Class Presentations**

- Trainees will come back and present their photos to class
  - Projector presentation so class can see
  - Trainees will go through their photos to show location
  - Instructor will give critique of photos

## **Week One, Day Four**

**9:00 – 10:25am: Paperwork, Part 1**

- Budget
- Contracts
- Correspondence
- Maps
- Exercise: Class will put correspondence and contracts together for a location, given information from the instructor

**10:25 – 10:35am: Break**

**10:35am – 12:00pm: Paperwork, Part 2**

- Insurance
- Memos
- Schedule
- Script
- Locations List

**12:00 – 1:00pm: Lunch**

**1:00 – 3:00pm: Breakdown of Local Community Rules re: Locations**

- Permitting and shooting in Fairfield County, and towns with lots of filming
  - Stamford
  - Norwalk
  - Darien
  - Bridgeport
  - New Haven

**3:00 – 5:00pm: Director and Designer Input**

- Director input on importance of locations
  - How they impact story
  - What they look for
- Designer input on locations

- How they impact their work
- What they look for

## **Week One, Day Five**

### **9:00am – 12:00pm:** Trailing of Location Scout, Part 1

- Trainees will trail a location scout as they work (locations will be set up ahead of time; this will not be on an actual production)
  - Follow scout as they work
  - Watch as they deal with location owners
  - Trainees will ask questions after they watch each interaction

### **12:00 – 1:00pm:** Lunch

### **1:00 – 3:00pm:** Trailing of Location Scout, Part 2

- Class will watch as scout takes photos
  - Position of photos taken
  - Interaction with property owners

### **3:00 – 5:00pm:** Class will return to instruction site

- Scout will set up photos they took
- Instructor will critique and analyze photos
- Class will discuss what they've seen during the day

## **Week Two, Day One**

### **9:00am – 12:00pm:** Discussion with Director and Designer (Instructor will role model Director and Production Designer)

- “Director” will give thoughts on locations needed for film
  - What the story needs
  - Locations that fit the characters
- “Designer” will give thoughts on locations needed
  - Colors designer is thinking to include in film
  - Basic thoughts on design of film
    - Wardrobe
    - Hair/Makeup
- Trainees will give their opinions and suggestions

### **12:00 – 1:00pm:** Lunch

### **1:00pm – 5:00pm:** Trainee Scouting

- Class will scout locations based on feedback from Director and Designer
  - Will keep to local area
  - Trainees will do all legwork
    - Will find locations themselves

- Will make first contact with property owners
    - Will procure all paperwork
  - Trainees will take photos of all locations
    - Will set up location folders
    - Will procure all contact information for location
- Class will get lunch while out scouting
  - Must keep receipts
  - Teach importance of budgeting and paperwork

**Homework: Scout Posting**

- Class will post their folders to online site
  - Will put up location folders
  - Will hand in contact information

## Week Two, Day Two

**9:00am – 11:00am: Critique of Yesterday's Scouting**

- Class will show their work
  - Will put up location folders
  - Will hand in contact information
- Instructor will critique folders
  - Completeness of photos
  - Order of photos
  - Quality of photos

**10:25 – 10:35am: Break**

**11:00am – 5:00pm: Trainee Scouting**

- Class will continue to scout locations
  - Will keep to local area
  - Trainees will do all legwork
    - Will find locations themselves
    - Will make first contact with property owners
    - Will procure all paperwork
  - Trainees will take photos of all locations
    - Will set up location folders
    - Will procure all contact information for location
- Class will get lunch while out scouting
  - Must keep receipts
  - Teach importance of budgeting and paperwork

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### Homework: Scout Posting

- Class will post their folders to online site
  - Will put up location folders
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## Week Two, Day Four

### 9:00am – 11:00am: Critique of Yesterday's Scouting

- Class will show their work
  - Will put up location folders
  - Will hand in contact information
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  - Completeness of photos
  - Order of photos
  - Quality of photos

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  - Will keep to local area
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    - Will set up location folders
    - Will procure all contact information for location
- Class will get lunch while out scouting
  - Must keep receipts
  - Teach importance of budgeting and paperwork

**Homework:** Scout Posting

- Class will post their folders to online site
  - Will put up location folders
  - Will hand in contact information

## **Week Two, Day Five**

**9:00am – 11:00am:** Critique of Yesterday's Scouting

- Class will show their work
  - Will put up location folders
  - Will hand in contact information
- Instructor will critique folders
  - Completeness of photos
  - Order of photos
  - Quality of photos

**10:25 – 10:35am:** Break

**11:00am – 12:00pm:** Director and Designer feedback on locations

- Director will give their thoughts on possibilities
- Designer will give thoughts on possibilities
- Class can give feedback based on script
- Director will make final selections of locations

**12:00pm – 1:00pm:** Lunch

**1:00pm – 5:00pm: Prepare Tech Scout**

- Class will make maps for scout
- Class will make directions for scout
- Class will put together tech scout booklet