

*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.*

## **Production Office Coordination Training Program**

**Objective:** To train Connecticut residents in the basic functions and practices of the Production Office.

**Program Synopsis:** The first week will involve an overview of the office, with time spent on the basics of how it works. Sides, general paperwork, structure, phone usage, ordering office supplies and using and understanding copiers, fax machines, etc. will be covered. Students become familiar with what will be expected of them as PAs.

In the second week, students will be guided in the setting-up of a mock production office. They will find and secure an office location, stock it with supplies, begin to hold production meetings, and cover all other necessary bases to make the office ready for the mock production.

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 Production Office Management Training Program include: First Assistant Director, Script Supervisor, and Accountant.

**Required Text:** TBD

### **Half-Day Introductory Lecture Production Office Coordination**

The Production Office

- Job Categories within the Department
- Walkthrough of Day-to-Day Operations
- Pre-production, Production, & Post-Production
- Dealing with Studio, Producers, Crew, & Actors

- Production Paperwork
- Film Scripts

#### Production Office Functions

- Instructor will Explain Paperwork in Detail
- Communication and Distribution Duties
- The Role of Production Accountant
- Trainees will Examine Screenplay, along with Revisions

## Week One, Day One

### 9:00 – 10:25am: Introduction to Production Office

- Explain all items located in production office
  - Copier
  - Fax
  - Phones
  - Furniture
  - Supplies
  - Internet
  - Etc.
- Treating this introduction to production office as a studio-like system
  - It's already set up
  - Point out that on-location and non-studio projects, all the office items, sometimes even the office itself, needs to be found by the coordinator/supervisor.
  - Need approval of space producer, UPM, line producer

### 10:25 – 10:35am: Break

### 10:35 – 12:00pm: Office Equipment

- Familiarize them with how all office equipment works and what they are primarily used for:
  - Copier demonstration
    - Using
    - Paper jams
    - Knowing machine inside and out
  - Fax demonstration
    - Sometimes you have to dial 9
  - Phone demonstration
    - How to answer
    - Transfer
    - Hold
  - Mention possible kitchen items
    - Fridge
    - Coffee pot
    - Toaster

**12:00 – 1:00 pm:** Lunch

**1:00 – 5:00pm:** Getting to Know the Folks in your Production Office

- Director
- Producer/producers
- Line producer
- Unit production manager
- Production supervisor
  - Mention DGA guidelines for this position
- Production coordinator
- Assistant production coordinator
- Production secretary
- Assistant producers
- Assistant to director
- Production assistant
- Accounting Department
  - 1<sup>st</sup> assistant accountant
  - 2<sup>nd</sup> assistant accountant
  - Payroll clerk
  - Accounting PA
- Art Department (sometimes)
  - Art department coordinator
  - Designer
  - Art director
  - Set decorator
  - Lead man
- Discuss cast confidentiality
  - Cast needs
  - Special requests
  - Script deliveries, which is to be discussed in detail later

**Homework:** Read a screenplay, and note things you don't understand in layout and presentation

## **Week One, Day Two**

**9:00 – 10:25am:** Introduction to Distribution and Paperwork, Part 1

- Introduction to distribution
  - Crew distribution
    - On-site (office)
    - On-set
  - Cast

- Studio?
  - Virtual production office
- Discuss
  - Faxing
  - Emailing
  - Hardcopies of schedules, scripts, etc.
- Discussion of script
  - How it differs in formatting
  - Scene numbers vs. page numbers
  - Etc.
- Introduction to call sheet
  - Brief overview of call sheet (discuss who's who)

**10:25 – 10:35am:** Break

**10:35am – 12:00pm:** Introduction to Distribution and Paperwork, Part 2

- Introduction of sides
  - How to make them
  - Pulling
  - Marking them up
  - Shrinking call sheet and sides
  - Cutting
  - Stapling
- Briefly discuss morning paperwork – coordinator usually deals with this but introduce
  - Script notes
  - Preliminary production report
  - Final call sheet
  - Sound report
  - Camera reports
  - Skins (extra vouchers)
  - Catering receipts
  - (Sometimes) contracts
  - Daily time sheets
  - Exhibit G (SAG)
  - Accounting paperwork
  - Cast contracts

**12:00 – 1:00pm:** Lunch

**1:00 – 3:00pm:** Introduction to Distribution and Paperwork, Part 3

- Intro to prep schedule
  - Pre-production only
- Intro to shooting schedules

- One liner
- Shooting schedule
- Day out of days
- Miscellaneous day out of days
  - Photo doubles
  - Extras
  - Vehicles

**3:00 – 5:00pm:** Introduction to Distribution and Paperwork, Part 4

- Intro to revisions
  - Script revisions
  - Explain color scheme and collating
    - Why different colors are used
- Intro to production lists
  - Crew list
  - Vendor list
  - Cast list

**Homework:** Get to know difference between paperwork – call sheet, production report, one liner, day out of days, etc. Review all paperwork passed out.

## Week One, Day Three

**9:00 – 10:25 am:** Distribution Discussion Continued (*Work in paperwork examples from what was to be studied on previous night*)

- Explain why it is necessary and important
- What gets distributed on a daily basis
  - Call sheets
  - Production reports
  - Maps

**10:25 – 10:35am:** Break

**10:35 am– 12:00pm:** Distribution Continued

- Distribution through faxing, emailing and hardcopy
- Distribution for on-site cast and crew
- Distribution for off-site cast and crew
- Studio vs. independent
- Film vs. television
- Example of labeling system
- Cast confidentiality when distributing to cast members

**12:00 – 1:00pm Lunch**

**1:00 – 5:00 pm: Practical Exercises on Sides**

- Show example with script pages and call sheet
  - Small sides
  - Large sides
- Demonstrate on copier
- Stress double checking
- Have them do a few different sides examples
  - Small sides
  - Large sides
- Discuss potential of preliminary slides
  - Make sure late PA and morning PA make sure slides match final call sheet and all script revisions

**Homework:** Assigned readings

## **Week One, Day Four**

**9:00 – 10:25am:** Discuss the adventurous life of an office PA

\*Pop quiz – have PAs do sides from a call sheet & script example

- Set runs
- Personal runs for cast
- Working with every department
- Handling phones
- Ordering lunch
- Always being busy!!!
- Always being on time!!!

**10:25 – 10:35am:** Break**10:35am – 12:00pm:** Petty Cash and Office Duties

- Discuss petty cash (do a lunch example)
  - Menus and order sheet
  - Stress importance of getting lunch to office on time and at an acceptable lunch time
  - Double check that all lunch orders are correct
  - Be fast but thorough
- Continue with various office duties
  - Stocking fridge
  - Bagels in the morning
  - Checking packages
  - Shipping – outgoing and incoming
  - Set packages – outgoing and incoming

**12:00 – 1:00 pm:** Lunch

**1:00 – 5:00pm:** Continue with PA duties

- Branch off into
  - Wardrobe PA
  - Art department PA
  - Accounting PA
  - Locations PA
- Guest speakers can come in and talk about their jobs
- Discuss the important of receipts
  - Food
  - Office supplies
  - Gas

**Homework:** Assigned readings

## **Week One, Day Five**

**9:00 – 10:25am:** The Problems in a PA's Day

- Discuss the possible dilemmas the PA may face
  - Research (having a computer)
  - Getting directions
    - Knowing how to get around town
  - Film drop-off at wrap
  - Set runs and on-set distribution
  - Assisting other departments
    - Go through all departmental needs
      - Art Dept.
      - Locations
      - Casting
      - Accounting

**10:25 – 10:35am:** Break

**10:35 – 12:00pm:** The Typical Day of a PA

- What a typical day is for
  - A morning PA
    - Be on set before call (usually the same time as the 2<sup>nd</sup> AD with sides)
    - Get morning paperwork (football) and bring it back to the office
    - Help out with morning paperwork
    - Assist with office items
    - Order lunch

**12:00 – 1:00pm:** Lunch

**1:00 – 5:00m:** PA Duties, Continued

- Shopping for food items for office staff
  - Stick to budget but try to get all necessary items
  - Costco vs. food store
  - Sometimes requires Whole Foods run
- Keeping track of paper and office supplies
  - Toner for copier and fax
- Keeping track that phones are being answered in timely fashion and that faxes are not sitting in machine
- Practical Exercise: Trainees will go put a shopping list together for the office, and have it checked by the instructor. They will then price the items out for the least expensive places to find them, and buy the items.

**Homework:** Assigned readings

## **Week Two, Day One**

**9:00 – 10:25am:** Running the Production Office, Part 1

- Split them into groups
  - Set people vs. office people
- Have them begin creating a preliminary crew and vendor list
  - Can also begin a preliminary cast list

**10:25 – 10:35am:** Break

**10:35am – 12:00pm:** Running the Production Office, Part 2

- Look up pricing for office furniture if space does not provide it
- If they are setting up office in a space that is already set up, they should go out and scout it
- See layout of office
- Make certain they have necessary office equipment
  - Copier
  - Fax
  - Phones
  - Internet
  - Etc.
- \*Have a possible production office lunch order started

**12:00 – 1:00pm:** Lunch

**1:00 – 5:00pm:** Setup of Production Office

- Regroup to discuss what items are still needed and how folks are doing
- Perhaps the office can get very early version of script
  - Prep distribution labels
  - Prep for in-house distribution
- Set up fax machine and emails for distribution
- Begin to discuss with other crew what office supply needs they might have as well as other office-related items
  - Internet
  - Phones
  - Distribution

**Homework:** Assigned readings

## **Week Two, Day Two**

**9:00 – 10:25am:** Picking Office Space

- Pick office space if not already pre-set up or picked out
- Move folks into offices
- Have PAs do supply run and basic office food run
  - Possible purchase basic kitchen equipment?
- Get Internet, fax and copier going

**10:25 – 10:35am:** Break

**10:35am – 12:00pm:** Distribution of Sample Script

- Begin working on distribution of sample script and get distribution system down because schedules will soon follow
- Anticipate purchasing more paper, especially next color scheme for revisions
- Create all office paperwork with help of accounting department
  - Crew list
  - Vendor list
  - Cast
  - Start paperwork
  - Information of production office
  - Do lunch order (collect money, etc.)

**12:00 – 1:00pm:** Lunch

**1:00 – 5:00pm:** Continuation of Production Office Setup

- Continue getting information for crew, cast and vendor list
- Speaking to department heads regarding equipment
  - Camera bodies
  - Lenses

- Film
- Lighting package
- Grip package
- Dolly
- Condors and lifts
- Trailers
- Rental cars...etc
- Meeting with AD department to discuss prep calendar
- Prepare one to outline the next few days before photography
- Set up production meeting time and department head meeting times
- Space might be needed for cast rehearsal space
- Set up makeup and wardrobe tests?
- Discuss post production needs and dailies
- Distribution prep-schedule

**Homework:** Assigned readings

## **Week Two, Day Three**

**9:00am – 12:00pm:** Office Set Up and Pre-production Continues

- Continue with office set up
  - Put up departmental boxes
  - Follow up with department heads regarding equipment
  - Purchase dubbing equipment for dollies if post house is only doing process and telecine
  - Purchase DVDs and labels for dailies
  - Determine distribution of dailies
- Update prep schedule
- Prepare distribution for remainder paperwork
- Do office lunch order again

**10:25 – 10:35am:** Break

**12:00 – 1:00pm:** Lunch

**1:00 – 5:00pm:** Continue with pre-production

- Schedules will come out for distribution to all crew and any script revisions
- Begin cast contracts (deal memos?)

**Homework:** Assigned readings

## Week Two, Day Four

### 9:00am – 12:00pm: Mock Production Meeting

- Have office open early to set up for mock production meeting
- Set up rented space, or if space is found in office, set up there
- Provide copies of the following items:
  - Scripts
  - Shooting schedules
  - One-liners
  - Day out of days
  - Miscellaneous day out of days
  - Crew list
  - Vendor list
- \*\*\*Please note: cast list is strictly for following departments with some variation depending on producers:
  - Producers
  - Director
  - Assistants to producers and director
  - 1<sup>st</sup> AD
  - 2<sup>nd</sup> AD
  - 2<sup>nd</sup> 2<sup>nd</sup> AD
  - Accountant
  - Production coordinator or supervisor
  - APOC
  - Hair (key)
  - Makeup (key)
  - Costume designer and wardrobe supervisor
- Purchase breakfast items for meeting

### 10:25 – 10:35am: Break

### 12:00 – 1:00pm: Lunch

### 1:00 – 5:00pm:

- Hold mock production meeting
  - Trainees will act as department heads
  - Instructor will act as producer
    - Will lead trainees through meeting
- Finish cast contracts with standard terms and agreement

### Homework: Assigned readings

## Week Two, Day Five

### **9:00am – 12:00pm:** Final Exam

- Will go over all materials in class
  - Lectures
  - Book readings
  - Handouts
- Take lunch orders after test

### **10:25 – 10:35am:** Break

### **12:00 – 1:00pm:** Lunch

### **1:00 – 5:00pm:** Short Film Script

- Trainees will read script
  - Will talk about story
  - Will talk about challenges production office will face during production