

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.

Script Supervising Training Program

Objective: To train Connecticut residents in the basic responsibilities of the script supervising department.

Program Synopsis: The first week will involve an overview of the department, along with detailed lessons on the responsibilities of the script supervising department in pre-production and during shooting (production). Students will gain a thorough understanding of and practice in pre-production breakdowns. In addition, production responsibilities in the areas of covering the scene (coverage) and insuring continuity between shots will be examined and practiced.

In week two, students will learn about the variety of script notes taken by the script supervisor during shooting. In addition, other production responsibilities including naming the slate, timing the shots, and being the official timekeeper will be taught. Post-production responsibilities will be examined, as will script supervising on commercials and episodic television. The relatively new area of digital script supervising will also be briefly explored.

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 Script Supervising Training Program include directors, editors, and actors.

Required Text: Script Supervising and Film Continuity, by Pat. P. Miller, Focal Press, 1999.

Half-Day Introductory Lecture Script Supervising

The Role of the Script Supervisor

- How to Read a Script
- The Concept of Continuity
- Script Production Breakdown
- The Editor
- Pre-production, Production, and Post-production

- Covering the Scene (coverage)
- Insuring Continuity Between Shots
- Script Notes
- Naming the Slate, Timing the Shots, and being the Official Timekeeper
- Commercials and Episodic Television
- Digital Script Supervising
- Interdepartmental Communication

Week One, Day One

9:00 – 10:25am: Introductions & Pre-Test

- Introduction by Instructor
- Introduction by Students
- Pre-Test & Answer Review

10:25 – 10:35 am: Break

10:35 – 12:00 pm: Script Supervisor Responsibilities Overview, Part 1

- Feature Films vs. Episodic TV vs. Commercials
- Pre-Production Responsibilities
 - Day Breakdown
 - Continuity Breakdown
 - Script Timing
 - Pre-production Meetings

12:00 – 1:00 pm: Lunch

1:00 – 3:30 pm: Script Supervisor Responsibilities Overview, Part 2

- Production Responsibilities In Relationship to:
 - Director
 - Editor
 - Actor
 - Producer
 - UPM
 - A.D. Department
 - Director of Photography
 - Camera Department
 - Sound Department
 - Prop Department
 - Wardrobe Department
 - Hair & Make-up Departments
 - Electric Department
 - Grip Department
 - Set Decoration Department
 - Visual Effects Department
 - Production Office Coordinator
- Post-Production Responsibilities

3:30 – 5:00 pm: Working in the Business

- Freelance Lifestyle
- “Typical” Workday/Workweek
- Finding Initial Jobs
- The Interview Process
- Networking
- Non-union vs. Union Jobs

Homework: Assigned reading from Script Supervising and Film Continuity

Week One, Day Two

9:00 – 10:25 am: Pre-Production Responsibilities; Part 1

- Day Breakdown
 - Why is it so important? / Who uses it?
 - Day Breakdown Components
 - Scene Number
 - Script Day: Typical & Atypical
 - Scene Description
 - Time of Day
 - Elapsed Time
 - Cast
 - 1/8ths of Pages
 - Feature Film vs. Episodic TV
 - Specialized Day Breakdowns

10:25 – 10:35 am: Break**10:35 – 12:00 pm: Morning Exercise**

- Students will complete & discuss Day Breakdowns for two scripts; one with a more typical script day order and one with a more atypical script day order.

12:00 – 1:00 pm: Lunch**1:00 – 4:00 pm: Pre-production Responsibilities; Part Two**

- Continuity Breakdown
 - Why is it important? / Who uses it?
 - Continuity Breakdown Components
 - Scene Number
 - Script Day
 - Time of Day
 - Elapsed Time
 - Interior or Exterior
 - Location
 - Scene Description
 - Characters

- Wardrobe
- Hair
- Makeup
- Props
- Set Dressing
- Sound
- Visual Effects
- Miscellaneous

4:00 – 5:00 pm: Afternoon Exercise

- Students will begin to complete a Continuity Breakdown for a short script. Exercise may need to be part of day's homework assignment.

Homework: Assigned reading from Script Supervising and Film Continuity; complete afternoon exercise if necessary.

Week One, Day Three

9:00 – 9:45 am: Go over previous day's Continuity Breakdown homework assignment.

9:45 – 10:25 am: Pre-production Responsibilities, Part Three

- Timing Breakdown
 - Why is it important? / Who uses it?
 - Feature Film vs. Episodic TV
 - Timing Breakdown Components
 - Scene Number
 - 1/8ths of Pages
 - Estimated Time
 - Running Time
 - Actual Time
 - Difference Over/Under

10:25 – 10:35 am: Break

10:35 – 11:15 am: Morning Exercise

- Students will practice completing a Timing Breakdown for a short script.

11:15 – 12:00 pm: Pre-Production Responsibilities, Part Four

- Pre-production Meetings
 - Production Meeting
 - Script Read-Through
 - Tech Scouting
 - Director – Actor Rehearsals

12:00 – 1:00 pm: Lunch

1:00 – 5:00 pm: Production Responsibilities, Overview

- What do I bring with me? Your Kit (Show & Tell)
- How do I know when and where to be?
 - The Call Sheet
- What do I do before shooting begins?
 - Where to put yourself & prepping your kit
 - Exchange information with camera & sound departments
 - Camera & sound roll number
 - Slate I.D.
 - Check your Day & Continuity Breakdowns
 - Attend rehearsal
 - Providing lines to actors
 - Understand scene coverage
 - Note script dialogue and action changes
 - Timing the rehearsal
 - Prep paperwork
 - Take photos for continuity purposes
- What do I do once shooting begins?
 - First shot of the day
 - Timing the shot
 - Action notes (Matching Action)
 - Noting dialogue changes & providing lines to actors
 - Noting eye angles
 - Noting extraneous issues (ex. Boom shadow)
- What do I do in between takes?
 - Complete script notes
 - Get & provide notes from/to director
 - Give dialogue & matching action notes to actor if necessary
 - Double check continuity & take photos if necessary
- What do I do in between shots?
 - Complete & prep script notes
 - Check for possible continuity issues
 - Take continuity photos if necessary
- What do I do when lunch is called?
 - Note time lunch is called
 - Complete & hand in lunch report
- Do I need to do anything special when we start shooting after lunch?
 - First shot after lunch
- What do I do at the end of the day?
 - Camera wrap time
 - Complete & hand in script notes
 - Prep for tomorrow

Homework: Assigned reading from Script Supervising and Film Continuity

Week One, Day Four

9:00 – 10:25 am: Production Responsibilities, Coverage

- General definition of coverage
- Script supervisor's role regarding coverage
- Shot descriptions:
 - Type of shot
 - Angle of shot
 - Size of shot
 - Number of people in shot

10:25 – 10:35 am: Break

10:35 – 12:00 pm: Morning Exercise: Coverage

- Students will complete two exercises: watch a film scene and identify the shots within that scene & read a script scene and determine possible coverage for that scene

12:00 – 1:00 pm: Lunch

1:00 – 4:00 pm: Production Responsibilities: Continuity

- What is continuity? & Why is it important?
- Script Supervisor's role regarding continuity
- Continuity & the Camera
 - Screen Direction / Camera Placement
 - Eye Angle Continuity
 - Progression Continuity
 - Shot Size / Camera Lens
 - Shot Mechanics / Camera Movement

4:00 – 5:00 pm: Afternoon Exercise

- Students will complete an exercise requiring them to determine camera placement for shots to maintain eye angle continuity within a scene.

Homework: Assigned reading from Script Supervising and Film Continuity; additional exercise regarding eye angle continuity.

Week One, Day Five

9:00 – 10:25 am: Production Responsibilities: Continuity

- Continuity & the Actor
 - Actor's Actions / Matching Action
 - Actor's Performance
 - Background Actors

10:25 – 10:35 am: Break

10:35 – 12:00 pm: Morning Exercise: Matching Action

- Students will watch takes from a film scene and practice taking notes regarding the continuity of actor's actions.

12:00 – 1:00 pm: Lunch

1:00 – 4:00 pm: Production Responsibilities: Continuity

- Continuity & Props
 - Handheld props (ex. guns, phones, cigarettes)
 - Cars
- Continuity & Set Dressing
 - Windows
 - Doors
 - Practical lights
 - “Cheating”

4:00 – 5:00 pm: Afternoon exercise: Matching Action, Props, Set Dressing

- Students will watch shots from a film scene to check for prop & set dressing continuity as well as to continue to practice taking matching action notes.

Homework: Assigned reading from Script Supervising and Film Continuity

Week Two, Day One

9:00 – 10:25 am: Production Responsibilities: Continuity

- Continuity & Wardrobe
- Continuity & Hair
- Continuity & Make-up
- Continuity & Environmental Factors
 - Time of Day / Light
 - Weather

10:25 – 10:35 am: Break

10:35 – 12:00 pm: Morning Exercise: Overall Matching

- Students will watch shots from a film scene and check for prop, set dressing, wardrobe, hair, and makeup continuity, as well as continue to practice taking matching action notes.

12:00 – 1:00 pm: Lunch

1:00 – 5:00 pm: Production Responsibilities: Slating, Timing the Script, Official Timekeeper

- Slating
 - Naming the Slate
 - Typical Slate
 - Pick-up Slate
 - Added Scene Slate
 - MOS Slate
 - Series Slate
 - Reshoot Slate

- Second Unit Slate
- Visual Effects Slate
- Multi-camera Slate
- Slating Notes
- Feature Film vs. Episodic TV vs. Commercial Slating
- Timing the Script
 - Importance of Timing / How Timing Information is Utilized
 - Timing the Take
 - Timing the Shot
 - Timing the Scene
 - Timing the Script
 - Feature Film vs. Episodic TV vs. Commercial Timing
- Official Timekeeper
 - Who Utilizes Information & Why
 - First Shot of the Day
 - Lunch Times
 - First Shot after Lunch
 - Second Meal Times
 - First Shot after Second Meal
 - Camera Wrap

Homework: Assigned reading from Script Supervising and Film Continuity

Week Two, Day Two

9:00 – 10:25 am: Production Responsibilities: Script Notes

- How Script Notes are Utilized & by Whom
- Overview of Types of Script Notes
 - Left-Hand Page Notes
 - Lined Script Notes
 - Editor's Log
 - Lunch Report
 - Daily Production Report
 - Wild Track Report
 - (Camera & Sound Reports)

10:25 – 10:35 am: Break

10:35 – 12:00 pm: Production Responsibilities: Left-Hand Page Notes

- Left-Hand Page Notes Components: Outside Table
 - Name of Production & Director
 - Your Name & Contact Information
 - Corresponding Script Page Number
 - Miscellaneous Notes
- Left-Hand Page Notes Components: Inside Table
 - Date
 - Slate Name
 - Shot Description
 - Take Number

- Time of Take
- Comments
- Lens
- Filters
- T/F – Stop
- Lens Height
- Lens Distance
- Camera Roll Number
- Sound Roll Number
- Left-Hand Page Notes: Multi-Camera Shoots

12:00 – 1:00 pm: Lunch

1:00 – 3:30 pm: Production Responsibilities: More on Shot Description

- Importance of Shot Description Being Detailed
- Common Shot Description Abbreviations
- Naming the Shot
 - Int/Ext
 - Day/Night
 - Type of Shot
 - Shot Angle
 - Shot Size
 - Number of People
- Describing the Shot
 - How Shot Starts
 - Characters Placement in Relation to Each Other & Camera
 - Character Movement & Direction of Movement
 - Camera Movement & Direction of Movement
 - Character Entrances & Exits
 - How Shot Ends

3:30 – 5:00 pm: Afternoon Exercise: Shot Description Practice

- Students will identify shots within a film scene and come up with appropriate Shot Descriptions for each shot.

Homework: Assigned reading from Script Supervising and Film Continuity

Week Two, Day Three

9:00 – 10:25 am: Production Responsibilities: Lined Script Notes

- Lined Script Note Components
 - Perpendicular Lines
 - Line I.D.
 - Type of Line: Straight vs. Squiggly vs. Dirty
 - Line Starting & Stopping Point
 - Incomplete Takes
 - Pick-Up Takes
 - Line Page Placement

- Lining for Multi-Camera Shoots
- Script Dialogue & Action Deviations
- Numbered Dialogue Blocks
- Wild Track I.D. & Line
- When to Line the Script

10:25 – 10:35 am: Break

10:35 – 12:00 pm: Morning Exercise: Lining the Script

- Students will practice lining the script from shot descriptions and from watching shots in films.

12:00 – 1:00 pm: Lunch

1:00 – 3:30 pm: Production Responsibilities: Editor's Log, Lunch Report, Daily Production Report, Wild Track Log, Camera & Sound Reports

- Editor's Log
 - Outside of Table Information
 - Table Components
 - Set-Ups
 - Scene Number
 - Slate I.D.
 - Shot Description
 - Take Number
 - Notes
 - Camera Roll
 - Sound Roll
 - Lens
- Lunch Report
 - When it is required
 - Lunch Report Components
 - First Shot & Lunch Called Times
 - Total Scenes Shot
 - Total Set-Ups Completed
 - Total Script Pages Completed
 - Total Film Minutes Shot
- Daily Production Report
 - Top of Tables Information
 - Daily Production Report Components
 - Official Times Information
 - Camera Rolls, Sound Rolls, Wild Track's Information
 - Daily Tally Table
 - ❖ Scenes Shot & Completed Today
 - ❖ Shots / Set-Ups Completed Today
 - ❖ Number of Script Pages Completed Today
 - ❖ Film Minutes Completed Today
 - Scenes Partially Completed Today
 - Scenes Scheduled but Not Shot
 - Overall Production Tally Table
 - ❖ Total Scenes Completed & Remaining
 - ❖ Total Script Pages Completed & Remaining

- ❖ Master Film Length
- ❖ Total Set-Ups
- ❖ Total Wild Tracks
 - Remarks
- Wild Track Log
 - What it is & How We Help
 - Wild Track Log Components
 - Wild Track Number
 - Sound Roll
 - Scene
 - Location / Action
 - Remarks
 - Date Done
- Camera & Sound Reports

3:30 – 5:00 pm: Afternoon Exercise: Editor's Log & Daily Production Report

- Students will utilize information from left-hand page notes & pre-production paperwork to fill out Editor's Logs & Daily Production Reports.

Homework: Assigned reading from Script Supervising and Film Continuity

Week Two, Day Four

9:00 – 9:45 am: Post-Production Responsibilities

- Final Script Note Book
 - What is Included
 - Who it Goes to
 - Your Own Copy
- Continuity Photos

9:45 – 10:25 am: Script Supervising, Other Situations

- Commercials
 - Storyboard vs. Script
 - Slating
 - Timing the Shot
 - Paperwork Differences

10:25 – 10:35 am: Break

10:35 – 12:00 pm: Script Supervising, Other Situations (cont.)

- Episodic TV
 - Day Breakdown
 - Timing the Script
 - Slating
 - Timing the Shot
- Multi-Camera Shooting
 - Slating
 - Attending to Multiple Monitors
 - Script Notes

- Second-Unit Shooting
 - Continuity Issues
 - Slating
 - Paperwork Differences

12:00 – 1:00 pm: Lunch

1:00 – 5:00 pm: Afternoon exercise: Mock Day on a Film Set

- Students will practice pre-production & production skills learned over the past two weeks via having to break down a short script and complete script notes & matching action notes while watching film footage.

Homework: Assigned reading from Script Supervising and Film Continuity

Week Two, Day Five

9:00 – 10:25 am: Digital Script Supervising

- Digital Script Supervising vs. Pencil & Paper Script Supervising
- Digital Script Supervising Kit (Show & Tell)
- ScriptE Script Supervising Software Program Demonstration

10:25 – 10:35 am: Break

10:35 – 12:00 pm: On-Set Etiquette

- Verbal Notes to the Director
- Verbal Notes to the Actor
- Verbal Notes to Crew Members
- Taking Continuity Photos
- Respecting Actor's Eyelines
- Respecting other Crew Members Responsibilities
- Placement of & Moving Your Kit
- Video Village
- Cell Phone

12:00 – 1:00 pm: Lunch

1:00 – 3:00 pm: Final Exam

- Students will take a final exam based on what they have learned over the past two weeks. Half will be written and half will be more practical in nature.

3:00 – 5:00 pm: Preparing for Next Week's Film Shoot

- Students will begin to complete their pre-production breakdowns for next week's film shoot.

Homework: Assigned reading from Script Supervising and Film Continuity, Complete Pre-Production Breakdowns for Next Week's Film Shoot.