

# BECAUSE THE TEAM NEEDS TO KNOW THE PLAN THAT'S IN YOUR HEAD

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## PRE-PRODUCTION MEETING

- DISCUSS PROJECT INTENT & FOCUS, MILESTONES, PERSONAL GOALS & OBJECTIVES, EQUIPMENT ACCESS, TRANSPORTATION/AVAILABILITY OF CREW
- PHOTOGRAPHER & PRODUCTION ASSISTANT: [JESSICA ROSE](#)
- MEDIA CONSULTATION BY: [NEIL VIDYARTHI](#), [INSURGENCE STUDIOS](#), [MULTI-CULTURAL CINEMA CLUB \(MCC\)](#), [REVOLUTION TECHNOLOGIES](#)
- EDITING: TBD

## NEXT STEPS:

- PROVIDE A ONE TERRABITE EXTERNAL HARD DRIVE FOR RAW PROJECT FILES
- CREATE A WORDPRESS OR SIMILAR SITE FOR COLLABORATIVE COMMUNICATIONS
- AGGREGATE STILL SHOTS/AUDIO SAMPLES FOR STOCK
- PRIVATE PODCAST RECORDING STUDIO WITH GREENSCREEN UNDER DEVELOPMENT AT [SSSTUDIOS](#) IN KITCHENER, TO BE MADE AVAILABLE TO RECORD INTERVIEWS & ADR.
- PUBLIC MEETING SPACE AVAILABLE AT THE MCC
- CONTINUE TO COMMUNICATE WITH COMMUNITY PARTNERS:
  - [FELT LABS](#)
  - [GVCA](#)
  - [CONESTOGA COLLEGE SCHOOL OF MEDIA & DESIGN](#), [KITCHENER STUDIO PROJECT](#)

## ASSUMPTIONS:

- PERMISSIONS GRANTED FROM PARTICIPANTS
- PARTICIPANTS AGREE TO PARTICIPATE IN THE PRODUCTION, BE VIDEOTAPED/PHOTOGRAPHED AND HAVE THEIR IMAGES APPEAR IN A PUBLIC
- ALL RIGHTS BELONG TO PRODUCER. PARTICIPANTS (CAST) AND CREW WILL RECEIVE A DVD COPY OF THE FINAL PROJECT, ACCESS TO DIGITAL IMAGES IN FULL QUALITY THAT ARE PUBLICALLY BROADCAST OR PUBLISHED FOR DEMO REEL CONTENT. ALL CREW MEMBERS & PRODUCTION TEAM FULLY CREDITED & PARTICIPANTS/COMMUNITY PARTNERS GRATEFULLY ACKNOWLEDGED
- INSURANCE IS NOT REQUIRED
- VEHICLE LICENCE PLATES (INADVERTANTLY CAPTURED) WILL BE BLURRED
- SAFETY & COURTESY OBSERVED BY CREW MEMBERS AT ALL TIMES

## FIRST LOCATION SITE VISIT:

### MEET THE 'ACTORS'

- INFORMATION GATHERING INCLUDING LEADS/LINKS TO ASSIST WITH CRAFTING EFFECTIVE INTERVIEW QUESTIONS AND OTHER CONTENT
- PARTICIPANTS MAY WANT TO PROVIDE A PROFESSIONALLY WRITTEN BIO, COMPANY PROFILE & CONTACT INFORMATION TO FACILITATE ONGOING RESEARCH, FACT CHECKING & COLLABORATION ON THE PROJECT

**COME INTO THE SET...GET THE AMBIANCE** – THIS WILL ASSIST WITH ADDITIONAL DIALOGUE RECORDING (ADR) TO FACILITATE VOICE OVER (DUBBING) IN FRENCH & OTHER LANGUAGES

**INDIVIDUAL PORTRAIT PHOTOGRAPHY OF TEAM MEMBERS & OTHER PARTICIPATING STAKEHOLDERS:**

- PROVIDE HIGH QUALITY STILL IMAGES TO ALL PARTICIPANTS, SUITABLE FOR PERSONAL & PROFESSIONAL USE (LINKEDIN, ETC)

**DETERMINE EQUIPMENT REQUIREMENTS:**

- TAKE AUDIO SAMPLES OF THE SPACE TO PLAN FOR MICROPHONE SELECTION & PLACEMENT
- EXAMINE LIGHTING CONDITIONS FOR RECOMMENDATIONS TO THE DOP

**EQUIPMENT SCHEDULE:**

- **CAMERAS:** PANASONIC AF100, SONY EX1, CANON VIXIA HF R400
- **MIKES:** TBD WIRELESS LAVALIERS (2),
- **FIELD AUDIO:** ZOOM H6 24BIT RECORDER C/W AUDIO TECHNICA ATR-3350 LAVALIER
- **LIGHTING KIT:** TBD

**CREATE SHOT LIST IN PREPARATION FOR VIDEO SHOOT #1**

**TAKE STILL SHOTS TO BUILD A BASELINE STORYBOARD**

- MASTER SHOT
- MEDIUM SHOTS
- CLOSE-UPS
- TRAVELLING SHOTS?

**PLAN FOR FOLIO & CINEMATICS:**

- CLOSE SHOTS OF SMALL ACTIONS LIKE WRITING, USING PHONE, TABLET, WHATEVER ACTIVITIES OR SITE ACTION IS GOING ON
- AUDIO SAMPLES OF THE ABOVE ACTIONS; AMBIANT SOUND. SOUND EFFECTS?
- CINEMATIC SHOTS FOR TRANSITIONS & LOOPING – PARTICIPANTS TO WATCH VIDEO FILE PRIOR TO POST PRODUCTION, MAKE NOTES AND REDO THE AUDIO (STUDIO RECORDING? TBD). DIALOGUE TRACK TO BE TRANSLATED FOR FRENCH CANADIAN LISTENERS
- NOTE POTENTIAL SCENES THAT MAY NEED TO BE CREATED FOR BACKGROUND OR CONTEXT (PLANT & PLAY) – ESPECIALLY IF ACTOR HAS NOT BEEN INTRODUCED TO THE AUDIENCE

**SCHEDULE DATE FOR VIDEO SHOOT #1 WITH**

- **LOCATION & PARTICIPANT AVAILABILITY?**
- SUFFICIENT LEAD TIME TO COMPILE & REVIEW IMAGES & AUDIO?
- SUFFICIENT TIME TO CIRCULATE SHOT LIST & BASELINE STORYBOARD?

## LOOKING AHEAD

### POST PRODUCTION:

REVIEW WHAT HAS BEEN SHOT

CREATE A TRAILER SUITABLE FOR A GENERAL AUDIENCE WITH TEASER CONTENT THAT WOULD APPEAL TO A TARGETED MARKET

### WHEN 90% COMPLETE

- FIND A PREVIEW AUDIENCE
- CONSIDER [IMDB CREDIT](#) OPPORTUNITIES ([WITHOUT A BOX.COM/FILM FESTIVALS](#))
- INTERNET TV SITES DEDICATED TO ORIGINAL CONTENT
- PUBLIC LAUNCH OF TRAILER AND PROJECT BLOG/WEBSITE
- DEFINE STRATEGIC AUDIENCE(S) FOR DOCUMENTARY CONTENT - PITCH TO ASSOCIATIONS, EDUCATORS & OTHER GATEKEEPERS WHO WOULD BENEFIT FROM EXPANDED DETAIL