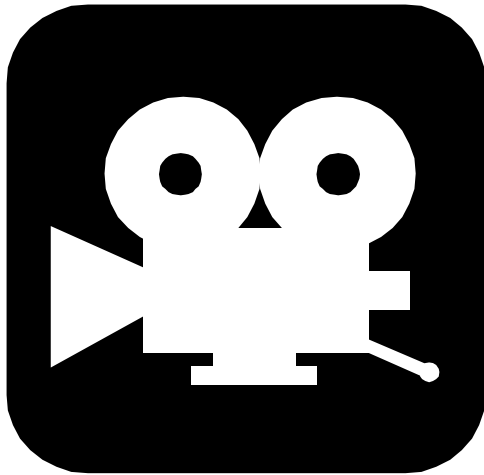
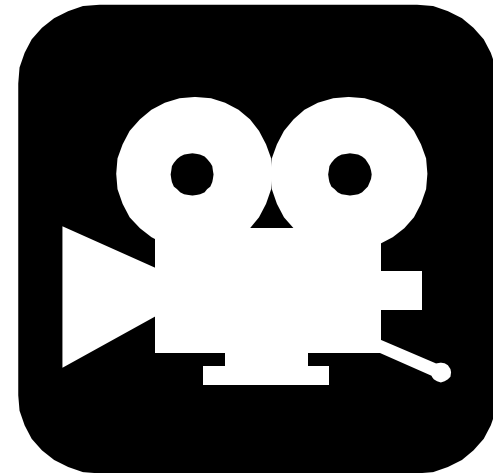

Filmmakers Log Book.



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Filmmakers Log Book.



The filmmakers log book is a copyright of Herts Young Mariners Base — Film Project

Planning

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Planning stage 1

Script writing for screen & TV is an opportunity to let your mind run wild, the only limitation is the depth of your imagination. Try to write scripts that are, to the point, clear and interesting. Be careful to rewrite your script a few times, letting it rest for a period of time before coming back to it with fresh eyes.

Script Writing Level 1

The Writer will have written a script for a movie no greater than 200 words the script will need to include and demonstrate the following;

1. ***Title***
2. ***A description of characters***
3. ***Write a synopsis of your story***
4. ***Demonstrate an understanding of proof reading / re writing***
5. ***Demonstrate an understanding of script formats***

The script will need to be laid out in chapters if there is more than one sequence.

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Script Writing Level 2

The Writer will have written a script for a movie greater than 200 words the script will need to include and demonstrate the following;

1. ***Title***
2. ***A description of characters***
3. ***Write a synopsis of your story***
4. ***Demonstrate an understanding of proof reading / re writing***
5. ***Demonstrate an understanding of script formats***

The script will need to be laid out in chapters if there is more than one sequence.

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Post production

Post Production level 3

You will have organised a screening by working on the following tasks you will in the main have worked with people but been the main co-ordinator.

1. *You will have good communication skills with the producer*
2. *You will have booked a venue*
3. *You will have organised equipment for screening*
4. *You will have designed flyers and posters for the event*
5. *You will have assembled a team to help you manage the event*
6. *You will control access to the venue for the appropriate age*
7. *You will organise a Q&A for the director or producer at the start or end of the film.*
8. *You will manage refreshments*
9. *You will clear up and pack away after the event*
10. *You will evaluate with your team the event at the end*

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Planning

Planning stage 2

Story boarding is final planning, looking at your movie camera shot, by camera shot. This is your chance to think about every aspect of your film, so when you are on your film set, you will capture every thing you need to make your film. You may not have the chance to film more footage later, the weather may have changed your actors/actresses may not be available etc.

Storyboarding Level 1

The storyboarder will have written a Storyboard for a movie no greater than 200 words the Storyboard needs to include;

1. ***Title***
2. ***Camera, sound and lighting direction***
3. ***Script dialogue***
4. ***Basic drawings of scene with characters***
5. ***Stunts & Safety***
6. ***Music***

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Storyboarding Level 2

The storyboarder will have written a Storyboard for a movie greater than 200 words the Storyboard needs to include;

1. ***Title***
2. ***Camera, sound and lighting direction***
3. ***Script dialogue***
4. ***Basic drawings of scene with characters***
5. ***Stunts & Safety***
6. ***Music***

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Post Production

Post Production level 1

You will have completed the following tasks on short film with assistance from a film project worker;

1. *Show good communication with the producer*
2. *Show an understanding of considering your target audience*
3. *Get the film viewed and rated by a film project worker*
4. *Generate a poster for your film*
5. *Write a synopsis*
6. *Emailed the finished product to the web master*

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Post Production level 2

You will have completed the following tasks independently;

1. *Show good communication with the producer*
2. *Show an understanding of considering your target audience*
3. *Get the film viewed and rated by a film project worker*
4. *Generate a poster for your film*
5. *Write a synopsis*
6. *Make A CD or DVD Cover*
7. *Emailed the finished product to the web master*

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Planning

Planning stage 3

The job of the producer is to choose staff to assist in the making of the movie

1. **Casting officer**
2. **Film Director**
3. **Set Director**
4. **Stunt Co-ordinators**
5. **Editors**
6. **Camera operators**
7. **Lighting and set staff to name but a few**

The producer is the leader / mangers of a business in this case the film. The producer selects their team and manages the production of the movie from storyboarding to post production. If the film has a budget they will manage the finances.

Producer Level 1

The producer will work on a movie no greater than 200 words they will need to select the following minimum staff, write in the places below names of staff for your movie;

1. **Cast** 1 _____ 2 _____ 3 _____ 4 _____

1. **Director** 1 _____

1. **Stunt Co-ordinators** 1 _____

1. **Editor** 1 _____

1. **Camera operators** 1 _____ 2 _____

1. **Lighting and set** 1 _____ 2 _____ 3 _____ 4 _____

To have successfully completed this task you will need to have demonstrated the skills and ability to co-ordinate your staff to film your movie.

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Editor Level 4

You will have edited a film with footage longer than 20 minutes independently or with minimal help and you will have showed skills and understanding in the following using Movie Editing Software;

- 1. You will understand how to connect the camera to the computer**
- 2. You will be able to capture footage from a camera**
- 3. You will be able to put footage in a timeline (drag and drop)**
- 4. You will be able to trim or splice footage**
- 5. You will be able to use and understand transitions**
- 6. You will be able to understand and add special FX**
- 7. You must show good communication with the producer and sound technician**
- 8. You will be able to add titles**
- 9. You will be able to finish movie saving in a format and show basic understanding of formats.**

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Producer Level 2

The producer will work on a movie greater than 200 words with a budget of over £50 you will need to select the following minimum staff, write in the places below names of staff for your movie;

1. **Cast** 1_____ 2_____ 3_____ 4_____

1. **Director** 1_____

1. **Stunt Co-ordinators** 1_____

1. **Editor** 1_____

1. **Camera operators** 1_____ 2_____

1. **Lighting and set** 1_____ 2_____ 3_____ 4_____

To have successfully completed this task you will need to have demonstrated the skills and ability to co-ordinate your staff to film your movie without going over the set budget for the film.

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Editor Level 2

You will have edited a short film independently and you will have showed skills and understanding in the following using Movie Editing Software;

- 1. You will understand how to connect the camera to the computer**
- 2. You will be able to capture footage from a camera**
- 3. You will be able to put footage in a timeline (drag and drop)**
- 4. You will be able to trim or splice footage**
- 5. You will be able to use and understand transitions**
- 6. You will be able to understand and add special FX**
- 7. You must show good communication with the Director and sound technician**
- 8. You will be able to add titles**
- 9. You will be able to finish movie saving in a format and show good understanding of formats.**

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Editor Level 3

You will have edited a film with a footage lasting of up to 20 minutes independently and you will have showed skills and understanding in the following using Movie Editing Software;

- 1. You will understand how to connect the camera to the computer**
- 2. You will be able to capture footage from a camera**
- 3. You will be able to put footage in a timeline (drag and drop)**
- 4. You will be able to trim or splice footage**
- 5. You will be able to use and understand transitions**
- 6. You will be able to understand and add special FX**
- 7. You must show good communication with the Director and sound technician**
- 8. You will be able to add titles**
- 9. You will be able to finish movie saving in a format and show basic understanding of formats.**

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

On the film set

Filming Level 1

The camera operator can under direction from a film project member of staff perform the following;

1. *Turn camera on ready to film*
2. *Understand and operate telephoto and wide angle view*
3. *Eject tape*
4. *Load tape*
5. *Rewind and fast forward tape*
6. *Use playback facility*
7. *Understand power consumption of the camera and how to conserve energy*
8. *The operator shows a responsibility to protect camera from water or shock damage.*
9. *Charging and replacing battery*

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Filming Level 2

The camera operator must operator the camera independently of a film project member of staff and will need to perform the following;

1. *Turn camera on ready to film*
2. *Understand and operate telephoto and wide angle view*
3. *Eject tape*
4. *Load tape*
5. *Rewind and fast forward tape*
6. *Use playback facility*
7. *Understand power consumption of the camera and how to conserve energy*
8. *The operator shows a responsibility to protect camera from water or shock damage.*
9. *Charging and replacing battery*

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Post production

Editor

The editor is the maker or breaker of the film a number of tricks can join the clips together in a seamless flow capturing the audience's attention and telling the story with believability.

Editor Level 1

You will have edited a short film with assistance from a film project worker and you will have showed skills and understanding in the following using Movie Editing Software;

- 1. You will understand how to connect the camera to the computer**
- 2. You will be able to capture footage from a camera**
- 3. You will be able to put footage in a timeline (drag and drop)**
- 4. You will be able to trim or splice footage**
- 5. You will be able to use and understand transitions**
- 6. You will be able to understand and add special FX**
- 7. You must show good communication with the Director and sound technician**
- 8. You will be able to add titles**
- 9. You will be able to finish movie saving in a format and show basic understanding of formats.**

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Filming Level 3

By this point the operator will be fully skilled in the independent operation of the camera and will show a film project member of staff that they are aware of the extended features of the camera

1. **16.9 filming in wide screen**
2. **Setting filters and effects**
3. **Setting exposure**
4. **Setting lighting settings of camera (white balance, camera light)**
5. **Setting digital zoom and understanding its limitation**
6. **Using manual focus**

The operator will also show that they understand the following techniques

1. ***Worms Eye View***
2. ***Birds Eye View***
3. ***Point of view***
4. ***Panning***
5. ***Tracking***
6. ***The operator demonstrates a clear understanding of the effect the audience will get from more in depth use of the camera***

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Notes:

Post production

Sound

The sound engineer is a specialist job that could be required for all films. You may need to take sound recordings on set and then hand it to the editor. You may also in consultation with the editor and the producer make suggestions about the soundtrack for a film selecting tracks and special effects.

Sound Engineer

The sound engineer has worked on the sound track of a film with assistance from a film project worker this may have included using recording equipment.

- 1. *Musical composition or selection***
- 2. *Sound effects selection or generation***
- 3. *Have good communication with the producer and editor***
- 4. *Have used sound recording equipment effectively***

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

On the film set

Director

The job of the director is to manage the set. The Director ensures all people on set know what is expected of them. They must be clear in their communication and able to judge peoples level of understanding, in order for the filming process to be enjoyable and complete. As a director you may not get the chance to assemble the whole team on set again so you must make sure you have planned well before filming. Directors who plan well do not need extra footage. Take two good takes of a scene instead of one, start your camera operator filming before action, actors should continue to act past their lines with body language and the camera should cease at least 2 seconds after the last line or action on the storyboard.

Director Level 1

The director can with assistance from a film project member or film project staff place camera, crew and actors where they need to be in order to film the movie. They will also need to consider

1. ***The level of acting (is it what they want)***
2. ***The lighting (does it give the effects they wish)***
3. ***The camera angle in consultation with the operator (is it what they want)***
4. ***The emotional needs of the every one on set***
5. ***You will have contributed to the storyboard***
6. ***Crossing the line***

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

On the film set

Actor / Actress Level 3

You will have acted in a film requiring a script of over 200 words, it will be a piece that requires you to be someone different; a character that is older, younger, nicer, nastier, impaired ability, paranoid etc.

1. ***Your body language***
2. ***Your interaction with other Actors / Actresses***
3. ***Timing***
4. ***Understand the character you play and what the director wants from you***
5. ***Be able to express to the director what you do and do not feel comfortable to do***
6. ***Understanding limelight and exposure***
7. ***Demonstrate an understanding of screen reality and reality***

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

On the set

Continuity

The continuity officer is someone who works on a project with a script of over 200 words they need to be on set at all times working with the script and storyboard highlighting to the director where they feel there is a deviation in continuity.

Continuity officer

You will have shown the following skills and abilities

1. ***Sound awareness (aircraft, trains, people, etc)***
2. ***Back ground awareness (people, cars, animals, bikes, etc)***
3. ***Acting continuity (that what is in the script has been filmed)***
4. ***Have good communication skills with the director***

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Director Level 2

The director can on their own place camera, crew and actors where they need to be, in order to film movie. They will be able to demonstrate excellent communication skills. They will also need to consider

1. *The level of acting (is it what they want)*
2. *The lighting (does it give the effects they wish)*
3. *The camera angle in consultation with the operator (is it what they want)*
4. *The emotional needs of the every one on set*
5. *You will have contributed to the storyboard*
6. *Crossing the line*

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Director Level 3

The director can independently for a film set lasting more than three consecutive hours place camera, crew and actors where they need to be, in order to film movie. They will be able to demonstrate excellent communication skills and they will also need to consider

1. *The level of acting (is it what they want)*
2. *The lighting (does it give the effects they wish)*
3. *The camera angle in consultation with the operator*
4. *The emotional needs of the every one on set*
5. *You will have contributed to the storyboard*
6. *You will need to show good improvisation of capturing extra clips on own initiative outside the storyboard.*
7. *Demonstrate a filming plan for not crossing the line with three actors / actresses*
8. *Direct using an understanding of screen reality and reality reality*

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Notes:

On the film set

Actor / Actress

Actor / Actress needs to convey with words or actions a believable or comic entertainment that begins before the script or storyboard and continues after it. They must remain in control of their emotions and be able to portray a believable character. Good communication skills are needed between you and the director.

Actor / Actress Level 1

You will have acted in a film requiring no words and considered

1. ***Your body language***
2. ***Your interaction with other Actors / Actresses***
3. ***Timing***
4. ***Understand the character you play and what the director wants from you***
5. ***Be able to express to the director what you do and do not feel comfortable to do***

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Actor / Actress Level 2

You will have acted in a film requiring words and considered

1. ***Your body language***
2. ***Your interaction with other Actors / Actresses***
3. ***Timing***
4. ***Understand the character you play and what the director wants from you***
5. ***Be able to express to the director what you do and do not feel comfortable to do***

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Preparation on set

Make-up

Make up is very creative, you can change the perception of the audience as to the believability of the movie especially when creating aliens or weird and wonderful creatures from the human shell you have to start with. Equally there may be wounds or general make up you will need to be able to put on in a safe way.

Make-up Level 1

The make up artist can working on a project under supervision from a film project worker understand and complete the following;

- 1. Demonstrate an understanding of the difference between safe and potentially toxic makeup**
- 2. Show you understand the benefits of testing and where to test**
- 3. Work on a project lasting no longer than 20 minutes**
- 4. Consider the emotional needs to the actor / actress when applying make up.**

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Make-up Level 2

The make up artist can working on a project under supervision from a film project worker understand and complete the following;

- 1. Demonstrate an understanding of the difference between safe and potentially toxic makeup**
- 2. Show you understand the benefits of testing and where to test**
- 3. Work on a project lasting no shorter than 20 minutes**
- 4. Consider the emotional needs to the actor / actress when applying make up.**

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Stunt Co-ordinator Level 3

The stunt co-ordinator will be able to work on 2 stunts independently either involving 3 or more actors in one act or involving pyrotechnics and will need to;

- 1. Consult with a specialist (climbing instructor, lifeguard, sailing instructor, bosun etc)**
- 2. Completed a risk assessment independently and submit it to a film project worker for counter signature**
- 3. Have pre-visited the filming site**
- 4. Have good understanding of the equipment involved**
- 5. Co-ordinate the stunt on set with the specialist**

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Notes:

Preparation on set

Stunt Co-ordination

Stunts are an essential part of the movie experience especially in action sequences they are **not** done on the spur of the moment or without thought and take great care and planning before they are executed. They are planned in a way that allows the support team to ensure the safety of the actor and minimise the risk involved to an acceptable level while making the scene believable to its audience.

Stunt Co-ordinator Level 1

The stunt co-ordinator will be able to work on a stunt under the supervision of a film project worker and will need to;

- 1. Consult with a specialist (climbing instructor, lifeguard, sailing instructor, bosun etc)**
- 2. Completed a risk assessment with help**
- 3. Have pre-visited the filming site**
- 4. Have good understanding of the equipment involved**
- 5. Co-ordinate the stunt on set with the specialist**

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____

Stunt Co-ordinator Level 2

The stunt co-ordinator will be able to work on a stunt independently and will need to;

- 1. Consult with a specialist (climbing instructor, lifeguard, sailing instructor, bosun etc)**
- 2. Completed a risk assessment independently and submit it to a film project worker for counter signature**
- 3. Have pre-visited the filming site**
- 4. Have good understanding of the equipment involved**
- 5. Co-ordinate the stunt on set with the specialist**

Script Title: _____ Completion Date: _____

Candidate Name: _____ Signature: _____

Film Project Leader: _____ Signature: _____