

PRE-PRODUCTION: PERSONNEL, BUDGETING, SCHEDULING, LOCATION SCOUTING, CASTING, CONTRACTS & AGREEMENTS

AIM:

To understand the key aspects of pre production in media production, including personnel management, budgeting, scheduling, location scouting, casting, and contracts/agreements.

PROCEDURE:

1. Identify project personnel roles and responsibilities.
2. Create a budget that outlines expenses for personnel, equipment, locations, and other resources.
3. Develop a production schedule that includes timelines for pre- production, production, and post-production phases.
4. Conduct location scouting to find suitable filming locations.
5. Cast actors and secure contracts/agreements for their involvement in the project.

PERSONNEL:

- **Director:** Leads the creative vision and oversees artistic direction for the project.
- **Producer:** Coordinates the production process, handles budgeting, scheduling, and hiring key personnel.
- **Screenwriter:** Crafts the screenplay, including narrative structure, character arcs, and dialogue.
- **Production Designer:** Designs the visual tone of the project through sets, props, and costumes.
- **Casting Director:** Finds and selects actors that fit the vision of the roles.
- **Location Manager:** Identifies and secures filming locations that align with the script and logistical needs.

BUDGETING:

- Establish a comprehensive budget, covering salaries, equipment, locations, and post-production.
- Allocate funds across departments based on their specific requirements.
- Monitor expenditures during production to ensure financial discipline.

SCHEDULING:

- Develop a detailed timeline for pre-production, filming, and post-production.
- Collaborate with key personnel to set deadlines for critical tasks such as casting and script finalization.
- Proactively identify and manage potential scheduling conflicts.

LOCATION SCOUTING:

- Research and shortlist potential filming locations that meet script and aesthetic needs.
- Evaluate each location for feasibility, taking into account logistics and access.
- Obtain necessary permissions and permits for smooth operations.

CASTING:

- Work with the casting director to refine character profiles and desired traits.
- Conduct and review auditions to assess acting talent and on-screen chemistry.
- Formalize agreements with selected cast members, including compensation and terms.

CONTRACTS & AGREEMENTS:

- Draft detailed contracts for all involved, ensuring clarity in roles, responsibilities, and compensation.
- Negotiate terms with vendors, crew, and actors to align with production goals.
- Seek legal counsel to ensure compliance with industry standards.

RESULT:

Pre-production involves strategic planning and organization to set the foundation for a successful media production project.