**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:**

l. 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.