

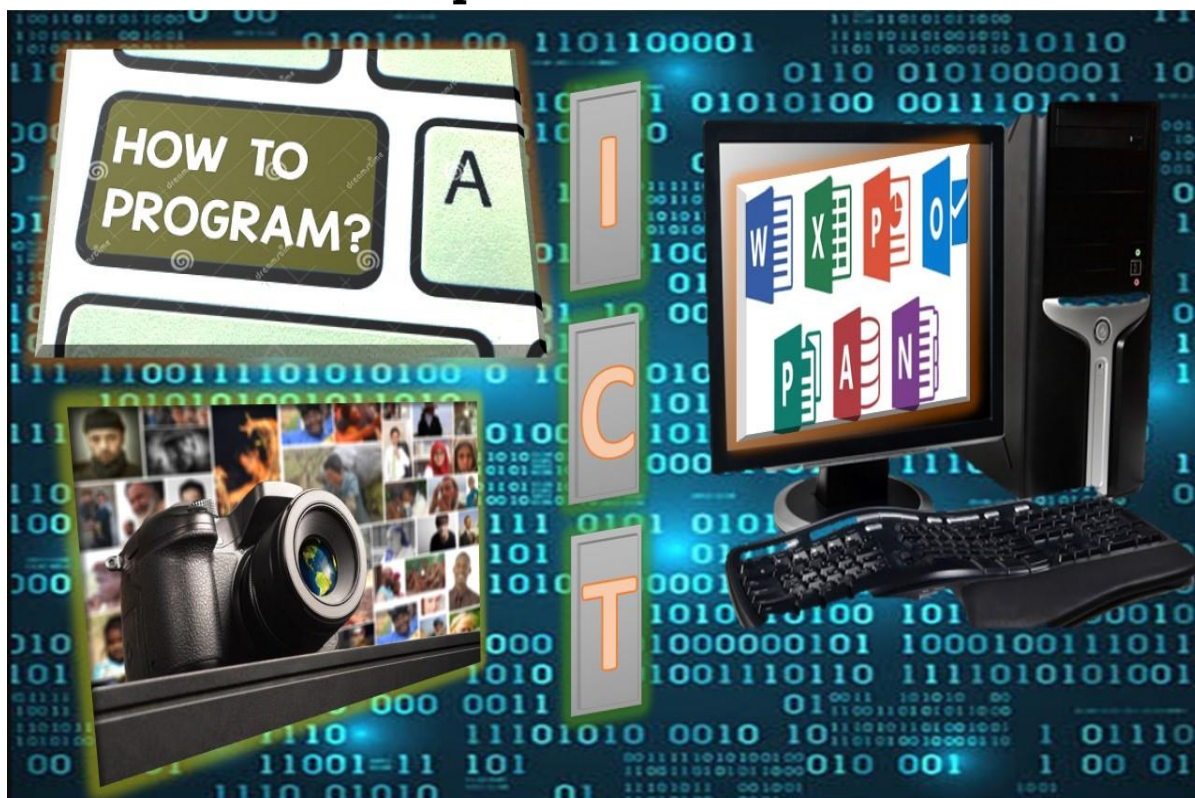
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# ICT 10 Activity Sheet

## Quarter 3 | Weeks 3-4

### Preproduction Process



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**WRITERS**

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# ***Introductory Message***

Welcome to ICT 10!

The **Learning Activity Sheet** is self-directed instructional materials aimed to guide the learners in accomplishing activities at their own pace and time using the contextualized resources in the community. This will also assist the learners in acquiring the lifelong learning skills, knowledge and attitudes for productivity and employment.

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## **For learning facilitator:**

The **ICT 10 Activity Sheet** will help you facilitate the leaching-learning activities specified in each Most Essential Learning Competency (MELC) with minimal or no face-to-face encounter between you and learner. This will be made available to the learners with the references/links to ease the independent learning.

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## **For the learner:**

The **ICT 4 Activity Sheet** is developed to help you continue learning even if you are not in school. This learning material provides you with meaningful and engaging activities for independent learning. Being an active learner, carefully read and understand the instructions then perform the activities and answer the assessments. This will be returned to your facilitator on the agreed schedule.

**Name of Learner:** \_\_\_\_\_ **Grade and Section:** \_\_\_\_\_  
**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ICT 10 ACTIVITY SHEET

### Preproduction Process

### ***Learning Competency:***

Organize and plan a production, shot list, shot schedule, crew and cast responsibilities.

Support Competencies:

1. Identify the process of preproduction.

## **Background information for the learners**

Preproduction comes early in the filmmaking process, after development and before production. It involves finalizing the script, hiring the actors and crew, finding locations, determining what equipment you'll need, and figuring out the budget. Preproduction is the planning stage of a film, where you solidify all the details of your project before producing content.

In this lesson, you will learn the process of preproduction that involves budgeting, scheduling, casting, and hiring crew members before production.

### **Activity Proper.**

#### **Activity 1**

The stages of preproduction vary depending on the type of project you're filming (for instance, a 10-minute short film will have a significantly shorter and less involved preproduction period than a 90-minute movie). However, for most film production, the preproduction process follows similar steps:

1. **Script breakdown:** After a project is greenlit, the shooting script should be finalized. Once the script is locked, the first director will comb through the screenplay and create a breakdown of all the times of day, locations, characters, stunts, extras, special effects, props, vehicles, animals, sound effects, music cues, and costumes—everything that is significant on a logistical level.

A movie script details all the parts – audio, visual, behaviour, dialogue – that you need to tell a visual story, in a movie or on TV. It's usually a team effort, going through oodles of revisions and rewrites.

2. **Budget:** Once the logistical elements of the film prepared for have been identified, the cost of the film must also be figured out.

Whether the film has a low or high budget, now is the time to determine how to achieve the vision of the film with the available resources.

Every aspect of filmmaking requires a concrete budget before you begin film production. Independent filmmakers often rely on a good producer and production manager to help keep them on budget.

3. **Schedule:** Production schedule (or shooting schedule) will help figure out which scenes you shoot when, where you shoot them, and how many you shoot per day. Time is a valuable resource, especially if you have to deal with elements like daylight or weather.

4. **Crew:**  
Production Management:
  - **Writer and Director:** They finalize the shooting script.
  - **First Assistant Director (1st AD):** Prepares the shooting schedule.
  - **Second Assistant Director (2nd AD):** Helps the 1st AD supervise the set and also manages and hands out important documents such as scripts and call sheets.

#### Production Office:

- **Executive Producers:** They handle financing, oversee major elements of production.
- **Producer:** Manages the production/production team. There are different types of producers.

#### Locations:

- **Location Manager:** Finds and secures all the locations, takes care of permits.
- **Assistant location manager:** Works with the location manager and the various departments in arranging technical scouts for the essential staff
- **Location scout:** Does much of the actual research, footwork and photography to document location possibilities.

#### Art Department:

- **Production Designer:** Translates the film into visual form (settings, costumes, makeup).
- **Art Director:** Works with the production designer, creates and dresses sets, acquires props, and helps determine the overall look. On a smaller crew, this is also the Set Designer.
- **Location Manager:** Finds and secures all the locations, takes care of permits.

#### Sets:

- **Set Designer:** Works with director and art department to create and design all structures and interior spaces for production.

#### Costumes:

- **Costume Designer:** Creates costumes in keeping with the characters and setting.

A brilliant idea for a film or TV show is nothing if not executed correctly and brought to life by the production crew. The choice of lighting, sounds, wardrobes, hair and make-up and camera usage is left up to them to make the production realistic and engross the audience.

**5. Talent:** The casting director auditions talent for all the roles according to the script breakdown and director's notes.

The casting director is responsible for auditioning and selecting the actors, as agreed with the director and producer, and for negotiating their contracts. Sometimes one casting director auditions major roles, while one or more local casting directors hire supporting actors for location filming. Extras casting may be performed by yet another person or agency.

**6. Planning:** Each department works with the line producer to break down what they need to properly execute the director's vision. The planning stage also includes location scouting and securing permits, creating a shot list and storyboard, and figuring out props and equipment. Once establish those needs, the line producer (or production manager) will check and revise the budget to make sure everything fits within the established parameters. Some settings or props maybe remove —or even rewrite scenes—to fit within the budget.

A **shot list** is a detailed list of every camera shot that needs to be captured in a scene of a video production. Created by the director and the cinematographer during preproduction, it outlines the precise specifics of every shot—such as the camera, shot size, and shot type—so the cinematographer and assistant director know exactly what needs to be captured to tell the story visually.

**6. Rehearsal:** At the end of the preproduction phase and before a film shoot begins, a rehearsal with the cast is needed to figure out the emotional and physical logistics of each scene.

Meanwhile, the department heads will be heading into their final prepping stages, working with the production coordinator to ensure that all the pieces are in place. When everything is ready, it's time to send out call sheets to the whole cast and crew, which outline the schedule for every shoot day during filming as the production phase begins.

A **call sheet** is a daily filming schedule created by the assistant director on a show or movie. Based on the director's shot list, a call sheet contains important details, like the location, the cast call times (what time to arrive for work), and the shooting schedule. The document is distributed to all cast and crew so they know when to be on set and where to go.

Answer the question below.

1. What are the important things to consider in the following process of preproduction?
  - a. Script breakdown
  - b. Budget
  - c. Schedule
  - d. Screw
  - e. Planning
  - f. Talent
  - g. Rehearsal

## Activity 2.

For each of the statement below, mark with a ☒ if the statement belongs to the preproduction process, otherwise mark it with an X.

- \_\_\_\_\_ 1. The script is being filmed.
- \_\_\_\_\_ 2. Film crew is hired.
- \_\_\_\_\_ 3. Finding the right person to inhabit a role.
- \_\_\_\_\_ 4. A script invariably goes through many drafts before its final version.
- \_\_\_\_\_ 5. Integration of sounds and visual effects to the film.
- \_\_\_\_\_ 6. Determines how much money will be spent on the entire film project.
- \_\_\_\_\_ 7. Audition and selection of actors.
- \_\_\_\_\_ 8. The film is scored.
- \_\_\_\_\_ 9. Storyboards are developed based on the script.
- \_\_\_\_\_ 10. Film editing.
- \_\_\_\_\_ 11. Sites are selected by a location manager, whose research is often aided by a location scout.
- \_\_\_\_\_ 12. The film is sent to movie theaters and film festivals to be seen by audiences.

## Activity 3.

Answer the question below.

1. In your own opinion, who do you think plays an important role in the preproduction process? Why?
2. Why is preproduction important in video production or film making?

## Reflection.

**Complete the statements below.**

I understand \_\_\_\_\_

I don't understand \_\_\_\_\_

I need more information about \_\_\_\_\_



## ***Links and/or Other References***

<https://www.michaelgroupltd.com/the-importance-of-experienced-behind-the-scenes-production-crew>

<https://boards.com/how-to-write-a-script>

<https://www.masterclass.com/articles/how-to-shoot-an-independent-movie-on-a-budget#what-do-you-need-to-shoot-a-low-budget-movie>

<http://www.filmreference.com/encyclopedia/Academy-Awards-Crime-Films/Crew-PRE-PRODUCTION-THE-SCRIPT-CASTING-AND-LOCATIONS.html>

<https://www.pinterest.ph/pin/818810775970783453/>

[https://en.wikipedia.org/wiki/Production\\_budget](https://en.wikipedia.org/wiki/Production_budget)