

# PRE-PROJECT (GROUP FORMATION) -

Please, read carefully each part of this form and fill in according to the information you and your group already have about the movie you are going to make (1 form per group). After filling in save a copy (pdf) and share with your group. Please answer only after  
**INSERTING MEETING DATE and before  
INSERT MEETING DATE**

This forms objective is to formalize the working groups

REGISTER BELOW THE EMAIL OF WHO IS ANSWERING THIS FORM.

\* Indica uma pergunta obrigatória

---

1. Name of the person filling this form on behalf of the group: \*

---

Institutions involved in the realization of this Workshop



IMARGENS

NUPEPA



2. Temporary project name (it is not the movie title, even though it might be). The name of the project will help us to identify the different responses of the same group. \*
- 

In the next answer boxes indicate the name of every member of the group, that is also a member of the workshop. Each group may have the help of people external to the workshop, but those names will be indicated further below. The group needs to have at least 3 participants and a maximum of 4.

There is no correct order to insert the names of the participants.

3. Please, point the number of the group according to the chart created in class.
- 

In the answer boxes below, please detail aspects related to the composition of your group and the general view of your project.

The goal here is to promote the reflection about the different functions involved in audio-visual productions and to create a record of your group's information. This document is inspired in brazilian and portuguese models of EDITAIS and also have the goal to present examples of the gathering of information. You and your group might organize yourselves in this way or any others you consider appropriate. However, filling this document is necessary due to the practice of the pre production stage of audio-visual development.

Besides this one, you will receive specific forms to be filled about all the different functions of audio-visual productions.

4. Name of the group member (also a member of the workshop) 1 of 7. \*
- 

5. Name of the group member (also a member of the workshop) 2 of 7. \*
-

6. Name of the group member (also a member of the workshop) 3 of 7. \*

---

7. Name of the group member (also a member of the workshop) 4 of 7.

---

8. Name of the group member (also a member of the workshop) 5 of 7.

---

9. Name of the group member (also a member of the workshop) 6 of 7.

---

10. Name of the group member (also a member of the workshop) 7 of 7.

---

11. Names of the other participants (not enrolled in the workshop or that don't have enough frequency to obtain the certificate, but will be a part of the production and film credits). Please, use commas between names.

---

---

---

---

---

Inform one or more names that will perform each of the following functions in the production (at least 2 names to execute each function)

Consider the fact that all functions need to have at least 2 participants attributed to it (maximum 3) and that everybody needs to be in pre production, production and post production activities.

All participants need to be listed in at least one function of pre production. Consider fundamental to have someone acting as a backup in each function.

In the following answer boxes list only one name per answer

12. Scriptwriter [pre production] (1 of 3): \*

---

13. Scriptwriter [pre production] (2 of 3): \*

---

14. Scriptwriter [pre production] (3 of 3):

---

15. [Pre-]Production (1 of 3): \*

---

16. [Pre-]Production (2 of 3): \*

---

17. [Pre-]Production (3 of 3):

---

18. Production Assistant (1 of 3): \*

---

19. Production Assistant (2 of 3): \*

---

20. Production Assistant (3 of 3):

---

21. Director (1 of 3) \*

---

22. Director (2 of 3) \*

---

23. Director (2 of 3)

---

24. Assistant Director (1 of 3) \*

---

25. Assistant Director (2 of 3) \*

---

26. Assistant Director (3 of 3)

---

27. Art Director (1 of 3): \*

---

28. Art Director (2 of 3): \*

---

29. Art Director (3 of 3):

---

30. Director of Photography (1 of 3): \*

---

31. Director of Photography (2 of 3): \*

---

32. Director of Photography (3 of 3):

---

For production all participants need to be listed in at least one production activity.

Consider fundamental to have someone as backup for each function

In the following answer boxes list only one name per answer

33. Camera operator (1 of 4): \*

---

34. Camera operator (2 of 4): \*

---

35. Camera operator (3 of 4):

---

36. Camera operator (4 of 4):

---

37. Lighting (1 of 3): \*

---

38. Lighting (2 of 3): \*

---

39. Lighting (3 of 3)

---

40. Sound Designer (1 of 3): \*

---

41. Sound Designer (2 of 3): \*

---

42. Sound Designer (3 of 3): \*

---

43. Sound operator (1 of 3) \*

---

44. Sound operator (2 of 3) \*

---

45. Sound operator (3 of 3)

---

46. Logger (1 of 3) [copy, transference and files backup] \*

---

47. Logger (2 of 3) [copy, transference and files backup] \*

---

48. Logger (3 of 3) [copy, transference and files backup]

---

For post - production all participants need to be listed in at least one post production activity. Consider fundamental to have someone as backup for each function  
In the following answer boxes list only one name per answer



49. Film Editing Script (1 of 3): \*

---

50. Film Editing Script (2 of 3): \*

---

51. Film Editing Script (3 of 3):

---

52. Editor (1 of 3): \*

---

53. Editor (2 of 3): \*

---

54. Editor (3 of 3):

---

55. Final Editing (1 of 3) [sound track and visual effects]: \*

---

56. Final Editing (2 of 3) [sound track and visual effects]: \*

---

57. Final Treatment (3 of 3) [sound track and visual effects]:

---

58. Executive Producer (1 of 3) [festival enrollment, distribution and marketing]: \*

---

59. Executive Producer (2 of 3) [festival enrollment, distribution and marketing]: \*

---

60. Executive Producer (3 of 3) [festival enrollment, distribution and marketing]:

---

61. Other functions (in case any other functions will be executed in your project, please indicate below following the model - <Function 1: participant name; Function 2: participant name; etc...>)

---

---

---

---

---

Soon another form about the project will be presented to your group! We thank you for filling this form, that actually has the goal to help each group to think about the main concerns when developing an audiovisual project. You can edit and compliment/modify the answers of this form (always after group agreement).

THANKS FOR FILLING THIS FORM !

Please, after sending the form answers make sure it was successful by awaiting for the correspondent message.

---

Este conteúdo não foi criado nem aprovado pelo Google.

**Google** Formulários



SCREENPLAY - Please, read carefully each part of this form and fill in according to the information you and your group already have about the movie you are going to make ( 1 form per group). After filling in save a copy (pdf) and share with your group.

This form is meant to obtain information about the project elaboration (status) and help the group to reflect about the processes necessary to accomplish the making of a movie project. Before you start filling this form make sure everyone agrees on the information presented here. We recommend to only start filling the form after all the information required is already established.

REGISTER BELOW THE EMAIL OF WHO IS ANSWERING THIS [FORM.IN](#) ORDER O EDIT THE ANSWERS OF THIS FORM YOU NEED TO MEMORIZE THE EMAIL OF WHO FILLED IT.

---

\* Indica uma pergunta obrigatória

1. Name of the person filling this form (you) on behalf of the group: \*

---



IMARGENS

NUPEPA



2. Temporary project name ( it is not the movie title, even though it might be). The name of the project will help us to pay attention to the different responses of the same group. \*

---

3. What is the title of your script (it is not necessary to be the title of the final product) \*

---

4. What is the argument/synopsis of the movie in question? \*

---

---

---

---

---

5. What is the theme of your screenplay (script)? \*

---

6. Describe the movie "log line" [talk to the screenplay team about this information] \*

---

---

---

---

---

7. Who are the characters in your movie? (name and describe briefly each one of them - separate with commas) \*

---

---

---

---

---

8. In which geographic space (city, village, country...) the movie takes place ? \*

---

---

---

---

---

9. In what time period does the movie happen (present time, past, future, specific periods in history, etc..)? \*

---

---

---

---

---

10. The screenplay is for what type of movie? (fiction, documentary, etc...) \*

---

---

---

---

---

11. The screenplay (script) is: \*

*Marcar apenas uma oval.*

- ☐ Original - created specifically for this project
- ☐ Adapted - based on another work
- ☐ Inspired - inspired in another work or event, but with no compromise to the original material
- ☐ Outro: \_\_\_\_\_

12. In case of an adapted or inspired script indicate below the original material or source for your text:

---

---

---

---

---

13. What is the total word count for your finalized script [you can make this counting on softwares like MS Word] \*

---

14. What is the approximated duration of your movie based on the final script (in minutes)? \*

---

15. Designate the sequence of scenes that makes up the script. \*

---

---

---

---

---



16. What is the "conflict", "situation" or "social interest aspect" central to the movie you are going to make ? Briefly describe this in the space below \*

---

---

---

---

---

17. How are you going to present the characters to your viewers and prepare the public for the main situation (described above)? \*

---

---

---

---

---

18. How do you imagine the film (or the result that will be presented on 3/24) will be "completed" or finalized (either partially or permanently)? Briefly describe how you imagine the film will be completed for the audience (scenes, situations, etc.). How do you imagine the complete movie will look like (whether partially or permanently)? Provide a brief description of scenes, situations, etc. in the space below. \*

---

---

---

---

---

19. Have you determined how the character(s) will be represented, how they express themselves, their movements (or not), what they will do or expect to be done during the scenes? Briefly describe what you imagine about shooting your characters. \*

---

20. Have your group already considered all the different "narrative layers" to your movie that includes: images, artistic elements, symbolic language (colors, costumes and makeup), characters body language, verbal language (lines), types of photography composition, soundtrack, environmental sound, "foley", the set of scenes and situations ? How is your group dealing with those different layers (director's document)? \*

---

---

---

---

---

21. Copy and paste the movie screenplay (script) in the space below \*

---

---

---

---

---

22. Please, point other concerns or considerations you might have about your project!



---

---

---

---

---

THANKS FOR FILLING THIS FORM !

Please, after sending the form answers make sure it was successful by awaiting for the correspondent message. Save a pdf version of your answers and share with your group

---

Este conteúdo não foi criado nem aprovado pelo Google.

Google Formulários



# PRODUCTION AND PROJECT DEVELOPMENT- Please observe each part of this form and fill out according to the information you and your group already have about the film you will be making (1 submission per group). After filling, save a copy (.pdf) and share it with your group.

This survey aims to obtain information about the elaboration of the project and to help the team in the thinking process related the realization of the project (film). Before you start filling out this form, please talk about it with your team. We recommend that you start filling it out when you already have the information requested here.

PLEASE INDICATE BELOW THE E-MAIL ADDRESS OF THE PERSON WHO IS ANSWERING/RESPONDING TO THIS SURVEY. TO EDIT THE ANSWERS OF THIS FORM YOU NEED TO SAVE/REMEMBER THE E-MAIL OF WHO EDITED IT.

---

\* Indica uma pergunta obrigatória

1. Name of the person who is filling in this form on behalf of the group: \*

---

Institutions involved in this project:



IMARGENS

NUPEPA



2. Project Title (not yet the film title, though it may/might/could be). The project title will help us to identify different submissions from the same group \*

---

3. What are the dates and hours planned for the filming (image and sound capture)? \*

---

4. How will this project be organized? Describe in your words how the group will organize itself? \*

---

---

---

---

5. Please tell us, based on what was written above, which of these options is closest to your description (HIERARCHY). Please make sure that these answers represents your group's perspective \*

*Marcar apenas uma oval.*

- ☐ The team will be organized in a hierarchical way
- ☐ The team will be organized in a non hierarchical way
- ☐ Outro: \_\_\_\_\_

6. Please tell us, based on what was written above, which of these options is closest to your description (FUNCTIONS). Please make sure that these answers represent your group's perspective. \*

*Marcar apenas uma oval.*

- ☐ The group will be organized with defined roles.
- ☐ The group will be organized without defined roles.
- ☐ Outro: \_\_\_\_\_

7. Describe below the sequence of events you are planning for your next days of production activities. (Here the description is more general, below there is a field for each remaining day of filming activity). \*

---

---

---

---

---

Schedule - in the schedule it is necessary to indicate for each day the name of the person or team that will do a certain activity, the activity itself and the result to be achieved.

Examples:

MM/DD/YYYY - Person A - Test the battery life of the camera that will be used in recording for the next day - get recording time

MM/DD/YYYY - Production team - call and arrange meetings with the characters/actors.

...

8. 03/15/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

9. 03/16/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

10. 03/17/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

11. 03/18/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

12. 03/19/2021 - Indicate the activities planned for you and your team to accomplish \* this day

---

---

---

---

---



13. 03/20/2021 - Indicate the activities planned for you and your team to accomplish this day \*

---

---

---

---

---

14. 03/21/2021 - Indicate the activities planned for you and your team to accomplish this day \*

---

---

---

---

---

15. 03/22/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

16. 03/23/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

17. 03/24/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

18. Where will the shooting take place? \*

---

19. Do you and your team have access to the locations (real or virtual)? \*

*Marcar apenas uma oval.*

☐ Yes

☐ No

☐ Outro: 

---

20. Do you and your group already have available the equipment and resources (cameras, recorders, etc..) required to execute the project? \*

*Marcar apenas uma oval.*

☐ Yes

☐ No

☐ Outro: \_\_\_\_\_

21. How do you plan to solve any pendencies of resources or accessess, etc... that may occur in the movie making?

---

---

---

---

---

22. Do you already have authorization from the people who will participate in the film, \* as well as authorizations to enter locations and terms of image assignment of the characters? How is this aspect of your film production?

---

23. Does you and your team already have a finished script for your project (film)? \* Briefly comment on this aspect.

---

---

---

---

---

24. Do you already have a "DIRECTOR'S LANGUAGE" document available? Please comment briefly on this planning stage what has been or is being carried out. \*

---

25. Has the direction team already filled out the form and shared/defined their vision on how the film should (or should not) be made with the rest of the team? \*

---

---

---

---

---

26. Has your group created a "DOCUMENT OF PHOTOGRAPHY" that presents the way you imagine each scene will be shot? Comment on this aspect. \*

---

---

---

---

---

27. Is the editing software for the movie already defined? Which one is ? Does the editing team already have access to it? \*

---

28. Please indicate below the documents/resources you want to use \*

*Marque todas que se aplicam.*

- ☐ Check List of production activities - order of the day - or "to do list"
- ☐ List of incidents or pendencies of the day
- ☐ Final Shooting Script (Screenplay)
- ☐ Shooting Script with the director's comments
- ☐ Language document provided by the direction team
- ☐ List of equipment used (to be used) in filming
- ☐ Storyboard adapted from the script
- ☐ Shot list of plans to be executed by the photography direction team
- ☐ Dictionary/relation of files recorded throughout the shooting work (LOG)
- ☐ Movie Editing Script/ Guide
- ☐ Technical file to elaborate the movie's credits
- ☐ Executive production team's document - preparation to submission in festivals and shows, etc...
- ☐ List of props necessary
- ☐ List of participants of the film team
- ☐ List actors/ interviewees
- ☐ List of places and accessess for each day of shoooting
- ☐ Outro: \_\_\_\_\_

29. Please indicate below which technical/resource elements you intend to use in the film/project: \*

*Marque todas que se aplicam.*

- ☐ DSLR Cameras
- ☐ Cellphone cameras
- ☐ Other professional or semi professional cameras
- ☐ Audio Recorders
- ☐ Cellphone Audio Recorders
- ☐ Microphones
- ☐ Lighting equipment
- ☐ Software/video editing tool (for example, Adobe Premiere)
- ☐ Software/image treatment tool (for example, Photoshop/Lightroom)
- ☐ External shooting environment
- ☐ Internal shooting environment
- ☐ Actors Cast
- ☐ Non-Actors Cast
- ☐ Shooting of/in public places with restricted access
- ☐ Filming/interviews with minors or persons under guardianship who need authorization from a responsible person
- ☐ Outro: \_\_\_\_\_

30. Please, if necessary, indicate here other elements (documents, lists, resources, etc.) that you consider necessary for follow-up by the production team.

---

---

---

---

---

31. Please tell us below what other concerns or considerations you would like to indicate regarding your project! \*

---

---

---

---

---

32. Is anyone on the team performing the important task of recording the name of each person who participates or collaborates with the filming of you? People who helped in the making of the film, people who will eventually enter the credit of the film as characters, team, thanks and so on? This aspect is very important. \*

---

---

---

---

---

THANK YOU VERY MUCH FOR FILLING OUT THIS FORM!

Please, after sending the form, make sure that the submission was successful by waiting for the corresponding message. Save a PDF version of it and share it with your team. ;)

---

Este conteúdo não foi criado nem aprovado pelo Google.

Google Formulários





**DIRECTION - Please observe each part of this form and fill out according to the information you and your group already have about the film you will be making (1 submission per group). After filling, save a copy (.pdf) and share it with your group.**

This survey aims to provide support in the elaboration of a direction language documentation (filme language). Besides this survey is an exercise in the practice of direction. There is no specific order to name the participants in the direction team.

---

**\* Indica uma pergunta obrigatória**

1. Name of the person who is filling in this form on behalf of the group: \*

---



IMAGENS

NUPEPA



2. Name of the person with the function of director 01 of 03 \*

---

3. Name of the person with the function of director 02 of 03 \*

---

4. Name of the person with the function of director 03 of 03

---

5. Name of the person with the function of direction assistant 01 of 03 \*

---

6. Name of the person with the function of direction assistant 02 of 03 \*

---

7. Name of the person with the function of direction assistant 03 of 03

---

8. Name of the person with the function of art direction/production designer (scenery, costumes, props...) 01 of 03

---

9. Name of the person with the function of art direction/production designer (scenery, costumes, props...) 02 of 03

---

10. Name of the person with the function of art direction/production designer (scenery, costumes, props...) 03 of 03

\*

---

11. What is the name of the project (film)? \*

---

12. What type of film it is? \*

*Marcar apenas uma oval.*

☐ Documentary

☐ Fiction

☐ Art film

☐ Outro: \_\_\_\_\_

13. What is this movie about? What is the story? (summarize in a few words) \*

---

---

---

---

---

14. Who are the characters in your movie? \*

---

---

---

---

---

15. How your group intends to tell this story? \*

---

---

---

---

---

16. Where (spacially) the story is located or happens (Geographically: country, state, city, village)? \*

---

---

---

---

---

17. What place, space or housing (TRADUZI MORADA) the project occurs (in a building, a house, a park, ...) \*

---

---

---

---

---

18. About which time period or in which time period is this story being told? (present time, 1920s, a specific time like a dictatorship, etc...) \*

---

---

---

---

---

19. Who are the people introduced in your story? The movie is about who? \*

---

---

---

---

---

20. What are the events (real or fictional) or facts the movie is about ? \*

---

---

---

---

---

21. Besides the practical objective of creating an exercise in this workshop... Why do you want to make this film? What motivates you and your team when choosing to create this specific film?

---

---

---

---

---

22. Have you/your team created a version of the script with commentary? \*

*Marcar apenas uma oval.*

☐ Yes

☐ No

☐ Outro: \_\_\_\_\_

Write below the links to at least 3 literary textual references (for example: texts, essays, books, short stories, articles, poetry, etc..) that inspire(d) the way you want to tell the story of your group's movie:  
Point one reference per line

23. Narrative Reference 01 \*

---

24. Narrative Reference 02 \*

---

25. Narrative Reference 03 \*

---

Write below at least 3 VISUAL references (for example; frames, movies/films, photographs, drawings, sculptures or any other visual reference) that inspire(d) the way you want to show this story to your audience:

Point one reference per line

26. Visual Reference 01 \*

---

27. Visual Reference 02 \*

---

28. Visual Reference 03 \*

---

Write below the links to at least 3 SOUND references (for example; soundtracks, musics, sound landscapes, noises, silences,...) that inspire(d) this project:

Point one reference per line

29. Sound Reference 01 \*

---

30. Sound Reference 02 \*

---

31. Sound Reference 03 \*

---

32. Please, write below any other references that might no have appeared in the fields above, but your group considers to be relevant to your project... (Add a brief description followed by the link, for example: "Film about... - <http://www..>"; "Film about... - <http://www..>")

---

---

---

---

---

Write about general aspects of the movie

33. Which of those common artistic resources for audiovisual productions do you intend to use in your project?

\*

*Marque todas que se aplicam.*

- ☐ Filming internal scenes
- ☐ Filming external scenes
- ☐ Scenery created for this film making purpose
- ☐ Locations - specifically selected spaces for this film
- ☐ Natural Lighting (for example, external scenes)
- ☐ Artificial Lighting (for example, internal scenes)
- ☐ Costumes selected for your cast/characters
- ☐ Makeup and hair selected for this film
- ☐ Production of special objects for this films (props)
- ☐ Direct sound (sound capture happening simultaneously to filming)
- ☐ Original Soundtrack composed for this film
- ☐ Already existing soundtrack for this film
- ☐ Sound landscapes or sound texture
- ☐ Cast of actors and actresses
- ☐ Cast of not professional actors and actresses
- ☐ In scene interviewers
- ☐ Out of scene interviewers
- ☐ Artistic performance (dance, theatre, music or others) executed by team members
- ☐ Artistic performance (dance, theatre, music or others) executed by people not in the group
- ☐ Outro: \_\_\_\_\_

34. How would you imagine (describe) (in a few words) the IMAGE layer of the film for someone who have not seen the material?

\*

---

---

---

---

---



35. How would you imagine (describe) (in a few words) the SOUND layer of the film for someone who have not seen the material? \*

---

---

---

---

---

36. How would you imagine (describe) (in a few words) the TEXT/SUBTITLES/WORDS layer of the film for someone who have not seen the material? \*

---

---

---

---

---

37. Please, develop together a brief text (suggestion: 3 paragraphs - introduction, message and conclusion) that serves as a "letter from the direction team" for everyone in your group. \*

---

---

---

---

---

Please, when receiving/generating a copy of this filled archive save it in PDF format in a google drive work folder in a sub-folder entitled Acessible Documents - Group (LETTER) so you and your team may have further access, or distribute it to your group members in a way everybody can access this information.

---

Este conteúdo não foi criado nem aprovado pelo Google.

**Google** Formulários



# PHOTOGRAPHY/CINEMATOGRAPHY/SOUND- Please observe each part of this form and fill out according to the information you and your group already have about the film you will be making (1 submission per group). After filling, save a copy (.pdf) and share it with your group.

This survey aims to obtain information about the elaboration of the project and to help the team in the thinking process related the realization of the project (film). Before you start filling out this form, please combine the information about it with your team. We recommend that you start filling it out when you already have the information requested here.

PLEASE INDICATE BELOW THE E-MAIL ADDRESS OF THE PERSON WHO IS ANSWERING/RESPONDING TO THIS SURVEY. TO EDIT THE ANSWERS OF THIS FORM YOU NEED TO SAVE/REMEMBER THE E-MAIL OF WHO EDITED IT.

---

\* Indica uma pergunta obrigatória

1. Name of the person who is filling in this form on behalf of the group: \*

---

Image Title



IMARGENS

NUPEPA



2. Project Title (not yet the film title, though it may/might/could be). The project title will help us to identify different submissions from the same group \*

---

3. What are the dates and hours planned for the filming (image and sound capture)? \*

---

4. How will this project be organized from the point of view of image and sound generation? Describe in your words how the photography team will organize itself? \*

---

---

---

---

5. Please tell us, based on what was written above, which of these options is closest to your description (HIERARCHY) for the recording activity/video and audio filming. Please make sure that these answers represents your group's perspective \*

*Marcar apenas uma oval.*

- ☐ The team will be organized in a hierarchical way
- ☐ The team will be organized in a non hierarchical way
- ☐ Outro: \_\_\_\_\_

6. Please tell us, based on what was written above, which of these options is closest to your description of the photography team (FUNCTIONS). Please make sure that these answers represent your group's perspective. \*

*Marcar apenas uma oval.*

- ☐ The team will be organized with defined roles.
- ☐ The team will be organized without defined roles.
- ☐ Outro: \_\_\_\_\_

7. Describe below the sequence of events you are planning for your next filming days. \*  
(Here the description is more general, below there is a field for each remaining day of filming activity).

---

---

---

---

---

Schedule - in the schedule it is necessary to indicate for each day the name of the person or team (photography, in these case) that will do a certain activity, the activity itself and the result to be achieved.

Examples:

MM/DD/YYYY - Person A - Test the battery life of the camera that will be used in recording for the next day - get recording time

MM/DD/YYYY - Sound Team - captures the audio from scenes scheduled for the day using mobile phone/mobile with microphone - obtaining audio tracks for the movie

...

8. 03/15/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

9. 03/16/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

10. 03/17/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

11. 03/17/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

12. 03/18/2021 - Indicate the activities planned for you and your team to accomplish this day \*

---

---

---

---

---

13. 03/19/2021 - Indicate the activities planned for you and your team to accomplish this day \*

---

---

---

---

---

14. 03/20/2021 - Indicate the activities planned for you and your team to accomplish this day \*

---

---

---

---

---



15. 03/21/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

16. 03/22/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

17. 03/23/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

18. 03/24/2021 - Indicate the activities planned for you and your team to accomplish this day

---

---

---

---

---

19. Where will the filming take place? \*

---

20. Do you and your team have access to the locations (real or virtual)? \*

*Marcar apenas uma oval.*

☐ Yes

☐ No

☐ Outro: 

---

21. Do you already have authorization from the people who will participate in the film, \* as well as authorizations to enter locations and terms of image assignment of the characters? How is this aspect of your film production?

---

22. How do you intend to present the scenes to the audience (describe here freely what you consider important to project/display to your audience) from the point of view of cinematography? (It can be from the way you imagine the compositions of images and sounds, or even the sensations, reflections, etc. to be provoked to the audience) \*

---

---

---

---

---

23. Do you already have a Direction Language Document available? Please comment briefly on this planning stage what has been or is being carried out. \*

---

---

---

---

---

24. Have you determined how the characters will be portrayed? How they express themselves? What they do (or are expected to do) during scenes? Briefly describe what you imagine you will film about the characters \*

---

---

---

---

---

25. Has the directing team already filled out the form and shared or defined with the rest of the team their vision on how the film should (or should not) be made? \*

---

---

---

---

26. The different "narrative layers" of the film have already been considered including: \*  
images, art elements, symbolic language (colors, costumes, makeup), body language of the characters, verbal language (lines), types of composition of photography plans, soundtracks, ambient sounds (soundscapes), "foley", chaining of scenes and situations? How are you dealing with these different layers (direction document)?

---

---

---

---

27. Have you ever made a "Photography Document" that shows how you imagine each scene will be filmed? (for example if each scene will be: made with a moving or still camera, if they will be objective or subjective shots, what type of plane (open, closed, set), the type of composition of the shots (if they will use the "classic rules" of composition or if they will use more "free" approaches), the angle of the plane (camera with high, low or normal angle), etc? \*

---

---

---

---

28. Does the photography direction team already know who is who when it comes to taking care of the "Set" of filming? Who will operate the camera? Who will take care of the lighting? Who takes care of the audio capture? Describe briefly. (Share/discuss with the group, especially with the production team). \*

---

29. Is the format and pattern of image and sound files that the editing equipment needs to receive already defined? \*

---

30. Can you imagine how the material will be organized for the editing stage? \*

---

31. Please tell us below what other concerns or considerations you would like to indicate regarding your project! \*

---

---

---

---

---

32. Please indicate below the documents/resources you want to use \*

*Marque todas que se aplicam.*

- ☐ Check List of production activities - order of the day - or "to do list"
- ☐ List of incidents or pendencies of the day
- ☐ Script commented by the director
- ☐ Language document provided by the direction team
- ☐ List of equipment used (to be used) in filming
- ☐ Storyboard adapted from the script
- ☐ Shot list of plans to be executed by the photography direction team
- ☐ Dictionary/relation of files recorded throughout the shooting work (LOG)
- ☐ Scene continuity document
- ☐ List of participants of the film team
- ☐ Film log document
- ☐ Outro: \_\_\_\_\_

33. Please indicate below which technical/resource elements you intend to use in the film/project: \*

*Marque todas que se aplicam.*

- ☐ DSLR Cameras
- ☐ Mobile Cameras/Mobile Phone
- ☐ Other professional or semi-professional cameras
- ☐ Sound/Audio Recorder
- ☐ Mobile Phone/Audio Recorder
- ☐ Microphones
- ☐ Lighting Equipment
- ☐ Special Camera Lenses/Focals
- ☐ Rebounders and fabrics for light reflection
- ☐ Support Equipment (tripods, stabilizers, rails, etc.)
- ☐ Additional batteries (and chargers)
- ☐ Outro: \_\_\_\_\_

34. Please, if necessary, indicate here other elements (documents, lists, resources, etc.) that you consider necessary for follow-up by the production team. \*

---

---

---

---

---

35. Please tell us below what other concerns or considerations you would like to indicate regarding your project! \*

---

---

---

---

---

36. Is anyone on the team performing the important task of recording the name of each person who participates or collaborates with the filming? People who helped in the making of the film, people who will eventually enter the credit of the film as characters, team, thanks and so on? This aspect is very important. \*

---

**THANK YOU VERY MUCH FOR FILLING OUT THIS FORM!**

Please, after sending the form, make sure that the submission was successful by waiting for the corresponding message. Save a PDF version of it and share it with your team. ;)

---

Este conteúdo não foi criado nem aprovado pelo Google.

**Google** Formulários





**EDITING - Please, pay attention to each part of this form and fill it according to the information that you and your group already have about the film you are going to produce (fill it in group - 1 form per group). After filling it save a copy (PDF) and share it with your group.**

This survey aims to obtain information on the elaboration of the project and help the team in the reflection process regarding the realization of the project (film). Before you start filling out this form, please combine with your team the information related to it. We recommend that you start filling it out when you have the information requested here.

PLEASE INDICATE BELOW THE E-MAIL ADDRESS OF THE PERSON WHO IS ANSWERING TO THIS SURVEY. TO EDIT THE ANSWERS OF THIS FORM YOU NEED TO SAVE/REMEMBER THE E-MAIL OF WHO EDITED IT.

---

**\* Indica uma pergunta obrigatória**

1. Name of the person who is filling out this form on behalf of the group: \*

---



IMARGENS

NUPEPA



2. Name of the project (it is not the name of the movie yet). The name of the project will help us to identify the different answers from the same group. \*

---

3. What is the group's number/name? \*

---

4. What is the schedule planned to do the editing part of the movie? \*

---

---

---

---

---

5. How is this project going to be organized? Describe with your own words how the editing team will organize it. \*

---

---

---

---

---

6. Please indicate based on what was written above, which of these options is the closest to your description (HIERARCHY). Make sure these answers represent what is your group's vision. \*

*Marcar apenas uma oval.*

☐ The group will be organized hierarchically

☐ The group will not be organized hierarchically

☐ Outro: \_\_\_\_\_

7. Please indicate based on what was written above, which of these options is the closest to your description (ROLES). Make sure these answers represent what is your group's vision. \*

*Marcar apenas uma oval.*

- ☐ The group will be organized with defined roles
- ☐ The group will not be organized with defined roles
- ☐ Outro: \_\_\_\_\_

8. Describe below the sequence of events you are planning for the next days of your film production (here the description is more general, below is a field for each remaining day of production activity). \*

---

---

---

---

---

Schedule - in the schedule it is necessary to indicate for each day the name of the person or team that will do a certain activity, the activity itself and the result to be achieved.

Examples:

MM/DD/YYYY - Person A - Test the battery life of the camera that will be used in recording for the next day - get recording time;

MM/DD/YYYY - Production Team - hand in the badges/credentials of team members to access the museum - distribution of all credentials

...

9. Until 03/15/2021 - Indicate the activities planned for you and your group to do on this day. \*

---

---

---

---

---

10. 03/16/2021 - Indicate the activities planned for you and your group to do on this day. \*

---

---

---

---

---

11. 03/17/2021 - Indicate the activities planned for you and your group to do on this day. \*

---

---

---

---

---

12. 03/18/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

13. 03/19/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

14. 03/20/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

15. 03/21/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

16. 03/22/2021 - Indicate the activities planned for you and your group to do on this day. \*

---

---

---

---

---

17. 03/23/2021 - Indicate the activities planned for you and your group to do on this day. \*

---

---

---

---

---

18. 03/24/2021 - Indicate the activities planned for you and your group to do on this day. \*

---

---

---

---

---

19. How will the media files that will serve as basis for the editing be organized? (Formats, storage site and etc.) \*

---

20. Has the group already defined an editing software? Which one? \*

---

---

---

---

---

21. Describe the "Tag Line" from the movie that you are going to produce: (what is the movie about?) [get this information with the script team] \*

---

---

---

---

---

22. Has the team had access to the Language Document? What can you say about the document provided by the management? \*

---

---

---

---

23. Are you going to use (or have you already done) an editing script for this film? Tell us about it. \*

---

24. What is the idea of a short script for your film and how will you establish the relation of the editing team to the pre-production script? \*

---

---

---

---

25. Who are the characters from your script? (name and describe each one of them briefly - separate them with a comma). \*

---

---

---

---



26. What is the "conflict", "situation", "social interest aspect" that has more centrality in the film you will make (if there is any)? Briefly describe this point in the space below. \*
- 
- 
- 
- 
- 
- 
27. How do you intend to present the characters and then prepare the audience for the central situation (described above) to be presented to the public? (if applicable) \*
- 
- 
- 
- 
- 
- 
28. How do you imagine the film (or the result that will be presented on March 24) will be "completed" or finished (either partially or permanently)? Briefly describe how you imagine the film will be completed for the audience (scenes, situations, etc.). \*
- 
- 
- 
- 
- 
- 
29. Have you accessed/taken knowledge of the "Direction Language" document? Please comment briefly on this planning stage that has been or is being carried out. \*
-

30. Have you determined how the characters will be portrayed, how they express themselves, what they do (or are expected to do) during scenes? Briefly describe what you imagine you will film about the characters. \*

---

31. Has the directing team already filled out the form and shared or defined with the rest of the team their vision on how the film should (or should not) be made? \*

---

---

---

---

---

32. The different "narrative layers" of the film have already been considered including: images, art elements, symbolic language (colors, costumes, makeup), body language of the characters, verbal language (lines), types of composition of photography plans, soundtracks, ambient sounds (soundscapes), "foley", chaining of scenes and situations? How are you dealing with these different layers (direction/realization document)? \*

---

---

---

---

---

33. Have you accessed the "Photography Document" that presents how you imagine each scene will be filmed? (for example if each scene will be: made with a moving or stopped camera, if they will be objective or subjective planes, what type of plane (open, closed, set), the type of composition of the planes (if they will use the "classic rules" of composition or if they will use more "free" approaches), the angle of the plane (camera with high, low or normal angle), etc? \*

---

---

---

---

---

34. What editing elements do you intend to use in the project? \*

*Marque todas que se aplicam.*

- ☐ Audio tracks
- ☐ Video tracks
- ☐ Scene/planning cuts (in order to extract the desired parts or change scenes/planning order)
- ☐ Video transitions
- ☐ Audio transitions
- ☐ Color correction effects
- ☐ Time change effects (acceleration or slow motion)
- ☐ Framerate adjustments
- ☐ Image size and proportion adjustment effects (resize)
- ☐ Opacity effects
- ☐ Motion effects between planes
- ☐ Planes composition (screen divided between planes, multiple planes, etc)
- ☐ Outro: \_\_\_\_\_

35. What types of source materials does/will the editing team consider/use? \*

*Marque todas que se aplicam.*

- ☐ Images (films) exclusively made/recorded by the equip(a/e) of photography
- ☐ Images (photographs/images) exclusively made/recorded by the equip(a/e) of photography
- ☐ Sounds exclusively made/recorded by sound equipment
- ☐ Images (films) of third parties known to you who have given permission for use
- ☐ Images (photographs) of third parties known to you who have given their permission for use
- ☐ Sounds of third parties known to you who have given authorization for use
- ☐ Images (films) for public use extracted from the internet and/or other public sources
- ☐ Images (photographs) for public use extracted from the internet and/or other public sources
- ☐ Sounds for public use extracted from the Internet and/or other public sources
- ☐ Texts/Characters, Platelets or Cards (text/characters) to identify characters
- ☐ Texts/Characters, Platelets or Cards (texts/characters) for generating credits
- ☐ Graphics, diagrams and other infographic materials (static/stop
- ☐ Graphics, diagrams and other infographic materials (dynamic/animate)
- ☐ Animations
- ☐ Other types of designs
- ☐ Outro: \_\_\_\_\_

36. Please, if necessary, indicate here other elements (documents, lists, resources, etc.) that you consider necessary for follow-up by the editing team.

---

---

---

---

---

37. Is anyone on the team performing the important task of recording the name of each person who participates or collaborates with the filming ? People who helped in the making of the film, people who will eventually enter the credit of the film as characters, team, thanks and so on? This aspect is very important. \*

---

---

---

---

---

38. Please tell us below what other concerns or considerations you would like to indicate regarding your project! \*

---

---

---

---

---

Next week a complementary questionnaire dealing with the post production stage will be presented to your team! We thank you for filling out this document - which in fact - aims to help each team think about the main concerns they have when carrying out a project in the audiovisual area. You may edit and complement/modify the answers to this questionnaire (always after arranging with your group)

**THANK YOU VERY MUCH FOR FILLING OUT THIS FORM!**

Please, after sending the form, make sure that the submission was successful by waiting for the corresponding message. Save a PDF version of it and share it with your team. ;)



# EXECUTIVE PRODUCTION - Please pay attention to each part of this form and fill it according to the information you and your group already have about the film you are going to make (fill it in group - 1 form per group). After filling it in, save a copy (pdf) and share it with your group.

This questionnaire aims to obtain information about the project elaboration and help the team in the process of reflection regarding the project (film) execution. Before filling out this form, have it agreed with your team about the information related to it. We recommend you start filling in when provided with the information requested here.

INDICATE BELOW THE EMAIL OF WHO'S ANSWERING THIS QUESTIONNAIRE. TO EDIT THE ANSWERS OF THIS FORM YOU NEED TO SAVE/MEMORIZE THE EMAIL OF WHO EDITED IT.

\* Indica uma pergunta obrigatória

---

1. E-mail address \*

---

2. Name of the person who is filling in this form on behalf of the group: \*

---



IMARGENS

NUPEPA



3. Definitive title of the film \*

---

4. Runtime in minutes and seconds (f. ex.: 00m00s) \*

---

5. What is the team's name? (the one that goes in the end credits) \*

---

6. What's the number/name of the group? \*

---

In the next answer boxes, indicate the name of each participant of the group who is also a workshop participant. Each group can count on the participation of people outside the workshop, but these names will be indicated below. There must be a minimum of 4 participants and a maximum of 6 participants.

There's no matter in the order of insertion of the participants names.

Indicate below a number from 1 to 6 for each participant of the team (this could be alphabetic order or any other of your choice). The reason for this is only to assign corresponding values between names and numbers.

7. Participant 01 \*

---

8. Participant 02 \*

---

9. Participant 03 \*

---



10. Participant 04

---

11. Participant 05

---

12. Participant 06

---

13. Participante 07

---

How many hours were dedicated to the accomplishment of this project estimated by each participant?

This data helps you and your team to evaluate the efforts/hours spent in the project, which allows you to have an estimate for other projects, or to indicate in public notices and contests how much energy you and your team have dedicated to the project. You can calculate it in several ways, for example, having a total estimated value and dividing it by the number of participants. Multiply the number of daily hours dedicated to the project by the number of days worked or calculate the exact time spent/reported by each participant. The method is your choice.

14. Estimated hours spent by participant 01 \*

---

15. Estimated hours spent by participant 02 \*

---

16. Estimated hours spent by participant 03 \*

---

17. Estimated hours spent by participant 04

---

18. Estimated hours spent by participant 05

---

19. Estimated hours spent by participant 06

---

20. Estimated hours spent by participant 07

---

21. Please indicate below the name of participants outside the workshop and/or the group (credited). Please separate it by ";" semicolon.

---

22. Estimated hours spent by participants outside the team (who contributed to the project and are included in the filming credits) [sum of hours of participants outside the workshop who worked as an invited member(s) of the team during the project]

---

23. How many hours do you estimate were spent in the practical stage for the production of this film? (Estimate it in overall hours) [All of the registered and not registered in the workshop] (sum the total of the hours indicated above) \*

---

24. Indicate the synopsis of the film \*

---

---

---

---

---

25. Indicate the film datasheet (based on the documents of the different fields) \*

---

---

---

---

---

26. Please, indicate below which of these options is the one that had come closer to how the project was arranged (HIERARCHY). \*

*Marcar apenas uma oval.*

- ☐ The team was organized in a hierarchical way
- ☐ The team was organized in a non-hierarchical way
- ☐ Outro: \_\_\_\_\_

27. Please, indicate below which of these options is the one that had come closer to how the project was arranged (OCCUPATIONS). \*

*Marcar apenas uma oval.*

- ☐ The team had very defined roles
- ☐ The team didn't have defined roles
- ☐ Outro: \_\_\_\_\_

28. Please, sum up briefly how the execution stages were arranged. \*

---

---

---

---

---

Accomplished schedule - in this schedule, it is necessary to indicate the participant name (or intern team) according to the activities that were accomplished for each day.

f. e.: DD/MM/YYYY - Person "A" - Tested the duration of camera battery used on the shooting for the next day;

DD/MM/YYYY - Production Team - Hand out team members' badges to access the museum - distribution of all name tags.

29. XX/02/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

30. 03/15/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

31. 03/16/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

32. 03/17/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

33. 03/18/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

34. 03/19/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

35. 03/20/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

36. 03/21/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

37. 03/22/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

38. 03/23/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

39. 03/24/2021 - Indicate the activities planned for you and your group to do on this day.

---

---

---

---

---

40. What is the current status of the project? \*

*Marcar apenas uma oval.*

- ☐ The project is finished
- ☐ The project is finished, but there will be other derivative materials of it (additional projects)
- ☐ The project is incomplete and will be improved/finished
- ☐ The project is incomplete but won't be finished.
- ☐ Outro: \_\_\_\_\_



41. How much do you think that each audience dimension/context will tend to admire/value/feel identified with your film? Assign values from 1 to 5 (1 = not at all or very little and 5 = totally or very much). \*

*Marcar apenas uma oval por linha.*

	1	2	3	4	5
<b>Critics (to your theme/format)</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Audience with your charecters' profile</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Broad audience (society in general)</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Academy (faculty, researchers)</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Movie makers/independent producers</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Your peers from this workshop edition</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>The industry (investors of the audiovisual field)</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Public/government institutions</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Cultural promotion/fostering institutions</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

42. Do you consider enrolling this project/film in some sort of festival or contest? \*

*Marcar apenas uma oval.*

☐ Yes

☐ No

☐ Outro: \_\_\_\_\_

43. What is the reason for the decision given above? \*

---

---

---

---

---

44. In case you have some notice, festival, or contest in mind for which you consider enrolling your film, could you tell us by listing them below?

---

---

---

---

---

Thank you very much for filling in!

Please, after submitting the form, wait for the corresponding message to make sure that it was successful. Save a PDF version of it and share it with your team. ;)

