Your Production Log

This is a list of the components which will need to be in the production log when you hand it in along with your film. The log needs to be in a three-ring binder with three major dividers based on the three main stages of production: pre-production, production, and post-production.

Pre-Production

Elements which *must be included*:
- ❑ All drafts of screenplay in order of completion (most recent on top)
- ❑ Completed storyboard, annotated with action-dialogue-fx (either from form or by hand)
- ❑ Typed costume list
- ❑ Typed props list
- ❑ Evidence of location scouting
- ❑ Floor plans for all locations and sets
- ❑ Lighting plans for all locations and sets
- ❑ Contracts for all locations and all talent
- ❑ Personal reflections (#1 & #2) for all crew members

Value: 100 points

Production

- ❑ For *each day* of shooting *all the following is required*:
  - ❑ A call sheet, filled out completely
  - ❑ Director's notes (handwritten in ink or typed) which deal with the day's plan, problems encountered and solutions implemented
  - ❑ Cinematographer's notes (handwritten in ink or typed) which deal with the day's plan, problems encountered and solutions implemented
  - *(Note: Two photocopied pages of director's notes or cinematographer's notes can be handed in for Reflection #3 and/or Reflection #4)*
  - ❑ For each shot angle, a note about what takes were good (what the director says to "print")
- ❑ A comprehensive list of sound fx created, other than what onboard mic picks up on-set
- ❑ A finalized shooting script, numbered by scene in accordance with shot list and/or storyboard, with marginal notes by director
- ❑ Personal reflections (#3 & #4) for all crew members

Value: 100 points (must be bound with pre-production as well)

Post-Production

- ❑ For *each* editing session *all the following is required*:
  - ❑ Editor's notes (handwritten in ink or typed) which deal with the list of scenes edited, problems encountered and solutions implemented
  - ❑ Director's notes (handwritten in ink or typed) which deal with the list of scenes edited, problems encountered and solutions implemented
  - *(Note: Two photocopied pages of director's notes or editor's notes can be handed in for Reflection #5 and/or Reflection #6)*
- ❑ List of all scenes that need to be re-shot with rationale
- ❑ List of all dialogue that needs to be dubbed with rationale
- ❑ Checklist of all created sound fx and/or special fx with a brief description of how the effect was achieved
- ❑ Personal reflections (#5 & #6) for all crew members

Value: 100 points (must be bound with pre-production and production as well)