

# Production Notebook

A Filmmaker's Guide

Teacher Edition



sidexside

Group Topic:

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Names:

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**Roles:**

Director

Editor

Camera Person(s)

Art Department- illustrated cards and title cards

Actors

Script Writers

TREATMENT - a detailed literary summary of a film's story.

**Premise:** 1 to 2 sentences - the premise is the main idea of the film usually explained in a few sentences. The premise can also be described as “the hook” that gets people interested in the film.

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**Synopsis:** 3 to 5 sentences - the synopsis is a brief summary of the plot of the film. Use it to elaborate on the premise (or “hook”) that got the attention of the viewer. It should give more information about your film.

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SHOT LIST - a shot is the period of time when you start recording to when you stop recording. From "Action" to "Cut". There is no set amount of time for a shot.

**Establishing Shot**

**2 Shot**

**Over the Shoulder**

**Wide Shot**

**Close Up**

**Action Shot**

**Jump Cut A**

**Jump Cut B**

**Pan**

## FILM TERMS

**Premise:** The main idea of your film.

**Synopsis:** A brief summary of the major points of a story (summary of your film).

**Establishing Shot:** The opening shot that shows where the film is taking place. It establishes the story. **The Establishing shot is a WIDE SHOT.** It shows where the film is taking place and gives the viewer a sense of location. For Example: if you are making a film about your school, the establishing shot might be taken outside the front of the school and show the name of the school.

**2 Shot:** Focuses in on two people in the crowd (for use in big groups only). **Allows the viewer to focus on the activity of the two main characters in the shot.**

**Over the Shoulder:** Close up view over a person's shoulder to show their activity or focus, filmed from his/her perspective. **A Cut Away is used to show the main person's view as though you are looking through their eyes. What do THEY see?**

> **Example:** *A close up of the paper that the person is writing on filmed from over their shoulder to show the details of what they are doing.*

**Wide Shot:** A large field of vision in the shot. It shows the full subject. **Wide shots are taken from far away to allow the camera to encompass a large field of vision.**

**Close Up:** Close up shot of one thing - a person, a place or a thing. **Brings the focus to that one person or object in the shot.**

**Action Shot:** Shows a person or object in motion. **Examples might be: a person running, jumping, walking or picking something up. A paper airplane might be flying through the air or a ball bouncing.**

**Jump Cut A & Jump Cut B:** A broad view of one thing that then moves to a close-up of that one thing or something within that thing or space. **A broad view that moves into a close-up to show something in more detail within that same space. It brings the viewer's attention or focus to the object in the close-up shot.**

> **Example:** *A shot of the classroom, then jump to a specific book on a desk.*

**Pan:** Results from moving the camera either horizontally or vertically over the field of vision. **Panning is very common. It can be used to show a large area or to show activity. Just remember to stabilize your body, keep the camera close to you and move slowly.**

## Sequence of film making

Pre-Production: Any activities that happen before filming, ie- storyboarding

Production: Filming

Post-Production: Editing

## STORYBOARD

The purpose of the storyboard is to help organize ideas for your film in a visual way before you start filming. Think of the storyboard as a visual outline of your film. Each card on your storyboard has basic information that helps you to keep track of how your film is going to be made. You will use your storyboard as a reference while you film to help keep track of what you have already filmed and what still needs to be filmed. Each card used in your storyboard needs to have a sketch of what you want to film in the shot, a written description of what kind of shot it is, who is in the shot, what they are doing (what is the action?) and any dialogue (what are people saying?).

### Storyboard Checklist:

Each card on my storyboard has:

- A sketch of the what is happening in the shot.
- What kind of shot it is (wide, pan, action etc).
- Who is in the shot.
- What the people in the shot are doing.
- Any dialogue in the shot.
- Location of the shot.
- List of props needed for the shot.



Sketches should not have details. Stick figures are okay. After students have created their cards for the storyboard, check in and have them explain the storyboard and the flow of the film. Try moving cards around to see if there is another more powerful or interesting way to organize the storyboard. After the groups have finalized the sequence of shots, have them tape them down on the poster board.

## ARE YOU READY TO FILM?

Before you start filming, take a moment to go over the checklist with your group. Use your Storyboard as a reference. Remember each index card on your storyboard should have all the information you need to film.

### Do you have?

- A variety of shots.
- The kind of shots you are using listed with each sketch on your storyboard.
- Locations listed for the shots.
- Actors - who is in the shots and what are they doing?
- Script - what are the actors going to say or are you going to narrate your film?
- Props - are there items that you need to bring in to be used in the film?
- Who is filming each shot? Make sure you have a plan before you start filming.
- Title cards and illustrated cards - the Art Department is ready to work on those.

**If you can check off all the boxes above with your group then you are ready to film!**

## CAMERA REMINDERS

- Keep your arms close to your body and slightly tucked for stability - you want to avoid a shaky camera. Always use the wrist strap on the camera.
- Pay attention to what you are actually seeing through the camera not what is happening around it. Focus on composition, keeping the subjects in the frame (making sure nobody's head is cut off) and move the camera slowly with your body when you are panning.
- When you record, count to five and then clearly say, "Action". When your shot is done, count to five and then clearly say, "Cut". Following these simple rules will prevent you from accidentally cutting off part of the dialogue or action in the shot. You can edit any extra time out later.

Check in with groups to make sure they have all the information they need to begin filming. Time is limited to get all the filming done, so being organized and staying on task is very important.

## MOVIE POSTER

Movie posters or film posters were created to advertise films. Movie posters contain text and imagery related to the film. For example, the title of the film is usually in large letters and the main actors are often listed. The imagery is created to grab people's attention and get them interested in seeing the film.

This is your chance to advertise your films. Be creative and have fun!

### Steps for creating movie posters...

- Sketch out your ideas in pencil using scrap paper. Remember your poster needs to include the title of your film as well as imagery that is related to your film.
- Draw the final copy of your movie poster in pencil on the paper provided by Side x Side.
- Use colored pencils, markers or crayons to color in your poster.
- Add final details by outlining with Sharpie marker. You may want to outline your title and other areas of your poster with Sharpie to make them stand out.
- Make sure your name is on the back!

The movie poster is a separate entity from any illustrated cards, title cards or other artwork that was made as part of the film. The movie poster is an individual project assigned to each student. Film titles will be the same for all group members but each student will create a unique movie poster which will be displayed at the showcase. Posters will be hung on a wall that will serve as the backdrop for the red carpet.

Poster ideas can be roughed out on scrap paper but the final work should be done on oak tag. Students may need more time than the three sessions dedicated to editing to produce quality work.



## iMOVIE CHECKLIST

- Open iMovie
- In the task bar click on **File** then **New Movie** (or the plus “+” sign)
- Choose “no theme”
- Click on “create”
- Name your movie - the name for your movie will be your teacher’s last name and the topic of your film. For example: Crossman-Litter.
- Import photos and video to iMovie - go to your folder to find your video clips.

Your video clips and photos should appear on the left hand side of the page. Your timeline (the bottom half of the page) should be empty. As you work on your movie the footage that you are working on should appear in the preview box on the right hand side of the page.

- Click on the video clips that you want to use. As you click on the clip, a yellow box will appear around the clip. This yellow box will allow you to change the length of the clip by dragging either side of the box. Remember: this is what we talked about when you gave each shot an extra few seconds before “action” and “cut”. Now you can edit out those extra few seconds without cutting off important parts of your film.
- Drag your clip to the timeline.
- Add transitions between your clips. Click on the transitions tab and choose the transition that you like, then drag the transition down to the timeline and place it between your clips or photos.
- Sound - you can lower the audio of your clips by clicking on the small blue line at the bottom of your individual clips (the blue represents the audio. Dragging the line down lowers the sounds to zero.
- Title Cards - click on the title tab, choose the style you like and double click on it, then start typing. When you are done typing, drag the title card into your timeline.