



A five day  
Residential  
Filmmaking Course at  
**Grendon Hall, Northamptonshire NN7 1JW**  
**Monday 18th – Friday 22<sup>nd</sup> August 2014**  
**Cost £499.00**

To book a place please complete the booking form and return it to us by post or email at the address below together with your deposit. **The balance is payable by Monday 21<sup>st</sup> July 2014.**

Once we receive your Booking Form we'll send you a Booking Confirmation and an Information Pack by email that contains medical forms, consents etc. that need to be returned to us and all the information you require e.g. kit list, timetable etc.

**Please make cheques payable to 'UK Film School' or make a bank transfer directly to our bank account.**

**Bank details;**

**Account name; UK Film School**

**Sort Code; 30 96 09 Account no; 43959160**

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**UK Film School Booking Form**

I would like to book a place at the **UK Film School Residential Filmmaking Course at Grendon Hall**

Student's name;

Age;

Address;

Parent/Guardian contact tel. no;

E-mail address;

I give permission for the student named above to attend the UK Film School.

I enclose a deposit in the sum of £50.00 and I agree to pay the balance by **Monday 21<sup>st</sup> July 2014.**

**Sibling Discount;**

I would like to take advantage of the Sibling discount. Deduct £15.00 per additional sibling booked

Signed;

(Parent/Guardian)

**How did you hear about us? (Please delete as appropriate)**

**D of E Website/ UKFS Website/Banner/Internet/Mailing List/School/Word of Mouth/Other (Please specify);**

**Thank you for your booking**

UK Film School

Grange Studios, Church Way, Ecton, Northampton NN6 0QE

Tel. 01604 407771 email; [info@ukfilmschool.org.uk](mailto:info@ukfilmschool.org.uk)

[www.ukfilmschool.org.uk](http://www.ukfilmschool.org.uk)



## UK Film School Residential Timetable

Day	Time/Activity
Monday	<p>9:00am Meet and greet &amp; introduction to the Film School mentors</p> <p>10:00am Introduction to the camera equipment</p> <p>12:30pm Lunch</p> <p>1:30pm Brainstorm ideas for a film. Developing &amp; understanding the fundamentals of story</p> <p>2:30pm Improvised scenes for camera</p> <p>4:00pm Wrap</p> <p>Evening Adventure Activity e.g. Zip wire, Quad biking, canoeing etc.</p>
Tuesday	<p>9:00am Costume/location scouting Shot Lists and Scheduling</p> <p>12:30pm Lunch</p> <p>1:30pm Script development, read through and rehearsals. Learn how to direct &amp; work with actors, including casting, preparing for a shoot, blocking and rehearsing</p> <p>4:00pm Wrap</p> <p>Evening Adventure Activity</p>
Wednesday	<p>9:00am <b>Filming Day 1</b> Learning the key elements of cinematography, including lighting, framing, and shooting for the edit</p> <p>12:30pm Lunch</p> <p>1:30pm Further explore how to work with actors and other key crewmembers</p> <p>4:00pm Wrap</p> <p>Evening SFX Make Up or Editing Workshop</p>

Thursday	<p>9:00am <b>Filming Day 2</b> Understand how the roles of scriptwriter, director, cinematographer, sound engineer, storyboard artist, editor and continuity assistant interrelate through the experience of performing each of these roles.</p> <p>12:30pm Lunch</p> <p>1:30pm Examining the importance of the director's focus on set &amp; shooting to the edit</p> <p>4:00pm Wrap</p> <p><b>Evening Shoot</b> Filming evening, night time scenes</p>
Friday	<p>9:00am <b>Filming Day 3</b> The importance of being decisive and staying flexible. Working to a deadline</p> <p>12:30pm Lunch</p> <p>1:30pm Final Filming. How to communicate effectively under pressure</p> <p>3.30pm It's a wrap</p> <p>4:00pm Farewell tea &amp; Group photo's</p>

- Regular breaks are provided throughout the day.
- Times and activities may be subject to changes due to such circumstances as the weather and availability of locations.

## Terms and Conditions

### Booking

All bookings will be confirmed in writing by e-mail. To reserve a place a non-refundable deposit of £50 is required together with the completed Booking Form. No booking will be fully confirmed until payment is received in full. We accept payment by cheque or bank transfer.

### Cancellations and Changes

We regret that no refund is payable although we **may** be able to offer you a place on a subsequent film school free of charge in case of cancellation due to illness/injury.

### Insurance

All students in our care are covered by Public Liability Insurance.

### Mobile phones, electronic devices and valuables

Due to the risk of loss and distraction during activities we ask that all mobile phones or other electronic devices are switched off during our film school, they can be used during breaks and free time in the evening. Please do not bring valuables to film school. We cannot be held responsible if items go missing or compensate for them although we'll use our best endeavours to return all items of lost property.

### First Aid

In the event of an accident, first aid will be administered to students in our care, and the emergency services will be called if necessary.

### Available Dates and Activities

All the information contained within our literature is correct at time of print. Changes may occur and we'll endeavour to inform parents of any changes as soon as possible. Programmes may be subject to change in the event of circumstances beyond our control e.g. bad weather.

### Equal Opportunities and Child Protection

We are an equal opportunities organisation and we welcome all students regardless of their gender, ability, race or religion. Each student attending our school is of equal value and is entitled to equal access of opportunity. We operate a zero policy to discrimination or bullying of any kind. Our team is trained to deal with problematic situations and any inappropriate behaviour will be dealt with in accordance with our behavioural policy.

### Special Needs

It is our policy not to exclude any student through a disability however the needs of each student will vary depending on the level of support each student requires so decisions will be made on a case-by-case basis. Parents of students with special needs should contact us prior to booking to discuss how we can best accommodate their child.

### Student Exclusion

On rare occasions, a student proves incompatible with the general well being of the group e.g. by bullying, disruptive or aggressive behaviour. We reserve the right to exclude such students and no refund will be made for the remaining days booked.

### Data Protection

UK Film School and Grendon Hall may use your details to mail and/or email you with future information about our services and future events. We will not pass your details on to any third parties. Should you not wish to receive any information from us please inform us.

### Parents Feedback

We endeavour to provide the highest quality of care and enjoyment for our students, therefore we value your feedback and use it to develop and improve our services. If you are unhappy with your experience or have any suggestions or concerns please tell us as soon as they arise so that we can make every attempt to resolve the issue to your satisfaction.