

PRODUCTION NOTEBOOK REQUIREMENTS

Print out all the forms listed – not all the forms on the site, just the ones on this list - and put it in a 3 ring binder. Books are due at the start of class April 30. 5 points deducted for each item missed. Assignments turned in late will be marked down 5 points for every day they are late and zero after three days.

FORMS NOTEBOOK		
1	1" D ring binder with clear pocket on front	20
2	Title page in clear pocket. Example: <div style="text-align: center;"> <p>Lisa C. Student studentnutty@cfi.rr.com FILM PRODUCTION MANAGEMENT FIL4647 SPRING 2010 FORMS NOTEBOOK</p> </div>	20
3	Dividers for each form, typed or printed labels - NOT handwritten, NOT tabs that slide into (and out of) plastic slots – double up the paper print pout kind so they don't fall out	20
4	Forms in alphabetical order	20
5	Put all forms from list in syllabus in book	20
TOTAL		100

1. Call sheet form - you must use the template from my website under Production Forms (<http://lisacookfilm.wordpress.com/production-forms/>) Pick any day from the shooting schedule that you create on Scenechronize and complete a call sheet for it.
2. Complete a cast list with all the names of the speaking characters from FIVE FEET AND RISING - just the names; you won't have any of the other info.
3. Put in a blank copy of the crew list form from my website
4. Put in an Exhibit G from my website that matches your call sheet – (the character names only)
5. Put in the ONE LINER schedule from Scenechronize from your breakdown of FIVE FEET AND RISING
6. Put in a blank of the production report form from my website
7. Put in a copy of the MFA Master Budget form filled in as per budget memo - see attached, I am feeling generous and sending this out again even though I already sent it to you right after the budget lecture...