FILM 010C: FILM PRODUCTION MANAGEMENT: SET MANAGEMENT

Originator
vsassone

Justification / Rationale
The Coachella Valley is a center for location shooting. Identifying pathways to entry-level-jobs in these productions, ie, PA's or production assistants, has been given primary consideration in discussions with our program's local film advisory group, which resulted in courses be developed in production management, specifically budgeting, scheduling, set management and location scouting and management to give students the tools needed to get these jobs. With the popularity of the film program and enrollment growing, both by word of mouth and articulation agreements with high school film, it's time to expand the film curriculum in a practical, employment-related way. These tools will also benefit students interested in producing and directing film and creative content, as understanding the value time and money and managing these resources properly is directly related to a project's success.

Effective Term
Fall 2020

Credit Status
Credit - Degree Applicable

Subject
FILM - Film

Course Number
010C

Full Course Title
Film Production Management: Set Management

Short Title
SET MANAGEMENT

Discipline

Disciplines List
Broadcasting Technology (Film making/video, media production, radio/TV)
Film Studies
Media Production (Broadcasting Technology)

Modality
Face-to-Face

Catalog Description
Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium.

This course will teach students how to manage a set, whether it's in a studio or on location. In doing so, they will learn the personnel required to run a set, the processes they support, the protocols that help govern those processes and the best practices that will result in a well-run, productive movie set.

This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and producing or directing a movie.

Schedule Description
This course will teach students how to manage a set, whether it's in a studio or on location. In doing so, they will learn the personnel required to run a set, the processes they support, the protocols that help govern those processes and the best practices that will result in a well-run, productive movie set. Prerequisite: FILM 002A

Lecture Units
1.5
Lecture Semester Hours
27

Lab Units
0

In-class Hours
27

Out-of-class Hours
54

Total Course Units
1.5
Total Semester Hours
81

Prerequisite Course(s)
FILM 002A

Required Text and Other Instructional Materials
Resource Type
Book

Author
Bastian Cleve

Title
Film Production Management

Edition
4th

Publisher
Routledge

Year
2017

College Level
Yes

ISBN #
0415788773

Class Size Maximum
24

Entrance Skills
Identify and demonstrate the elements of pre-production including scripting, scheduling, storyboarding and shot listing involved to successfully develop and prepare an original short film/video for production.

Requisite Course Objectives
FILM 002A-Identify and demonstrate the elements of pre-production including scripting, scheduling, storyboarding and shot listing involved to successfully develop and prepare an original short film/video for production.

Entrance Skills

Identify and demonstrate the elements of production including camera, sound, performance, set protocols and management procedures required to successfully shoot a short film/video.

Requisite Course Objectives

FILM 002A-Identify and demonstrate the elements of production including camera, sound, performance, set protocols and management procedures required to successfully shoot a short film/video.

Course Content

- The role of the First, Second and Third Assistant Director
- The Departments on a movie set and the personnel in each
- Call Sheets, Schedules, Script Notes, Camera and Sound Reports
- Video Village
- Union Rules
- Breaks, Meals, Craft Services
- Load In / Wrap
- Set Protocol

Course Objectives

	Objectives
Objective 1	Analyze and evaluate the personnel, processes and protocols needed to run a properly managed film production set.
Objective 2	Formulate an ability to work properly and professionally within these on-set processes supporting the various departments as needed.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Work effectively as a Production Assistant on a professional movie set.
Outcome 2	Manage the set of a short film or video.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Activity	Practice protocols and processes of set management, create production documents, set up and manage Video Village
Collaborative/Team	Determine department functions, communication on set and with production office
Observation	Instructor evaluation by observation of team and individual activity
Lecture	Using Keynote presentations, video and computer projection, lecture will communicate the process and protocols of film production set management

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Group activity participation/observation	Over the course of six to eight in class set management learning projects, students will collaborate in teams to carry out proper processes and protocols of managing a film production set and instructor will evaluate by observation and critique	In Class Only
Student participation/contribution	Students will participate in managing the set of a Film 2B or C (Production II or III) narrative film production	Out of Class Only
Tests/Quizzes/Examinations	Test basic knowledge of practices and protocols of set management	In Class Only

| Reading reports | Reports written based on text and other readings will be submitted for instructor evaluation | Out of Class Only |

Assignments

Other In-class Assignments

Learn the rules, how to learn diplomacy – the soft skills in this department that make the set work smoothly, the downline attitude is contagious.

Discover the needs of each department – before they become urgent – keep checking daily

Load In / Set-Up / Wrap

Manage digital island, video village

Lights, Camera, Action - practice a movie set's production process and protocols and demeanor

Production reports and paperwork:

Set up communication method to deliver to Assistant Directors, Heads of Departments and relevant crew

Script page changes

Know and Collect releases: Location. Cast. Extras. Animals. Crew. All Art Department

Call Sheets, Schedules, Script Notes, Camera and Sound Reports,

Creat a Wrap Bible.

Controlling Petty cash. Set-up sheets, receipt records

Controlling Purchase orders – set-up sheets, following PO to delivery and invoices to LP

Identify potential on-set problems and solutions

How to feed a small army

Other Out-of-class Assignments

Work as a Production Assistant on a COD student film

Research SAG-AFTRA and other union rules of production

Read text and articles

Grade Methods

Letter Grade Only

MIS Course Data

CIP Code

50.0602 - Cinematography and Film/Video Production.

TOP Code

061220 - Film Production

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category
Not Applicable, Credit Course

Funding Agency Category
Not Applicable

Program Status
Program Applicable

Transfer Status
Not transferable

Allow Audit
No

Repeatability
No

Materials Fee
No

Additional Fees?
No

Approvals

Curriculum Committee Approval Date
11/21/2019

Academic Senate Approval Date
12/12/2019

Board of Trustees Approval Date
1/17/2020

Chancellor's Office Approval Date
1/21/2020

Course Control Number
CCC000612105

Programs referencing this course

Basic Film Production Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=149/)
Advanced Film Production Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=196/)
Film Production Management Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=269/)
Film Production AS Degree (http://catalog.collegeofthedesert.eduundefined?key=69/)