

Student _____ Date of Production _____

Instructor _____ Technical Assistant _____

Film in a Class period

Preproduction Package (10 points possible):

- _____ 1. Releases (signed before tape rolls) and Crew List (2 pts)
- _____ 2. Complete Floor Plan, including lighting set-ups (2pts)
- _____ 3. Treatment and Script (proofed and ready) (2 pts)
- _____ 4. Storyboard (2 pts)
- _____ 5. Equipment check out form (2 pts)

Sub-Total _____

Production (40 points possible):

- _____ 6. Camera is white balanced and focused (5 pts)
- _____ 7. Three point lighted is designed and executed (5 pts)
- _____ 6. Props, set pieces are placed and pegged (5 pts)
- _____ 9. Talent is handled, and marks are in place (5 pts)
- _____ 10. Audio is calibrated (5 pts)
- _____ 11. Mics placed, and boom position(s) are set (5 pts)
- _____ 12. Levels are set and sound is monitored (5 pts)
- _____ 13. In-camera edit techniques are used (5 pts)

Sub-Total _____

Postproduction (10 points possible):

_____ 20. After, the wrap, the strike is supervised (2pts)

_____ 21. Cyls are put back to storage position (2pts)

_____ 22. All marks and pegs are removed (2pts)

_____ 23. Equipment is struck and returned (2pts)

_____ 24. The studio is cleared, and clean. The crew and talent are thanked and released (2 pts)

Sub-Total _____

Crew Positions (40 points possible):

_____ Production Assistant (2 pts)

_____ Assistant Director (2 pts)

_____ Camera (9 pts)

_____ Lighting (9 pts)

_____ Sound (9 pts)

_____ Boom (9 pts)

Note: any deviation with practices established in the practicum for equipment operation:

Sub-Total _____

Penalties:

_____ Missed crew date (-10 points per day)

_____ Safety violation (-1-10 pts)

_____ Failed to check that cell phones were turned off (-5 pts)

_____ Production tape not returned to TA. (-10 pts)

_____ Late arrival, or early departure (-5 pts ea. per day)

_____ Time wrap beyond end of class (-1 pt. per minute)

_____ Incomplete production at the end of class period (-20 points)

_____ Production packet not ready to be given to the instruction after wrap, or given to instructor before wrap is complete. (-10 pts)

_____ Production packet not complete (-10pts. per missing required element)

_____ Terms other than industry Standard used (-2pts ea.)

**note any terms that deviate from standard*

Term Used

Industry Standard Term

Bonuses:

_____ First Production (+5pts)

_____ **Other**

TOTAL BEFORE PENALTIES _____
MINUS PENALTIES - _____

GRAND TOTAL =