

### **Logistics**

For the Logistics process of the pre-production process, I had to organise the props, cast, filming location and filming equipment. To fulfil these tasks I scouted out the locations that I wanted to use, conducted risk assessments on all of the locations and made sure I booked all of the equipment I needed for my film using my schools Media Department's booking form. I also had to organise my cast and crew so I made sure that all cast knew what time to arrive on set and I gave them a brief on what they will be doing on that day with a Schedule and Call Sheet, I printed these out so that there was always information for the cast and crew to see.

### **Creative Process**

The creative process of the film was the first step that I took to begin working on my film. It required me to think creatively and create my own original story for the film. I started this off by writing down my initial ideas down and then I drafted a script from the initial ideas I made. I also created a shot list and storyboard to allow me to express how I wanted the film to look in its final product. I created a final draft of my script as I needed to change my first draft of the script as I did not have the resources to produce what I originally envisioned when I first made the script. I had to remake the script with less characters and less locations.

### **Finance**

For the financial part of the pre-production process I had to plan my budget for my film and make sure that I had enough to fund the movie production process. I created a budget sheet to help me organise and see how big of a budget the film needs by seeing how much everything costs.

### **Ensuring Health And Safety on set**

To ensure health and safety on set, I conducted a risk assessment on all of the locations that I used in the film before the production process to make sure all cast and crew are aware of any risks to their health and how to prevent them from happening. However to make sure that I had noted down all of the risks, I think it would have been better if more than one person assessed the risk to reduce the chance that a risk is not noticed.

### **Contingency Planning/Crisis management**

For contingency planning I created a complete contingency plan to allow me to carry out my production with confidence as I knew that for everything I did there was a backup plan. For example to ensure that cast and crew would not get lost on the way to the set location I made sure that we all met in a familiar location and travelled together from there.

### **Communication with cast and crew**

I had good communication with the cast and crew as all cast and crew were either myself or my friends which meant that I knew them well and could communicate with them very easily. I always had contact with them via social media apps like WhatsApp and Snapchat and I could also communicate with them with a phone call or my text message.

### **Scheduling**

Before I begun the production process I had a meeting with my cast and crew to make sure that everyone was aware of the schedule that was planned out for them. Before making a schedule and planning what dates I wanted to film, I made sure to check what dates all of the cast and crew were available and what the weather will be like on those days. I created a call sheet for the shooting days

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and a second schedule for the crew. This ensured that all cast and crew were aware of what was going on and when. This meant that the production process went by smoothly as we followed the schedule. However on some of the days that I planned, some of the actors were unavailable due to unforeseen circumstances so the dates had to be postponed and rescheduled for a time where all cast and crew were available.

#### **Organising Equipment in a timely manner**

To ensure that all of the equipment that I required to film was available on the shooting day I booked all of the equipment beforehand from my schools Media Department, which ensured that all of the equipment would be left available for me to take on the shooting day.