

Following is a simple description of each of the above jobs:

1) Writer. This can be a team or pair or single. Must explain the "feel" of the show for the rest of the crew such as location scout, costumer and actors.

2) Schedule Manager. Scripts must be printed and organized for a shoot schedule. Emails and phone calls need to be made to make sure cast and crew are ready and all equipment, costumes etc... have been gathered or located.

3) Location Scout. After finding good site to film, permission must be gotten from any businesses for any part of the "premises" to be used. Let locals know the time and date and length of the shoot to avoid problems.

4 & 5) Costumer and Props. These can be gathered by individual actors or one person or a group. As each costume change is made a still photo is good to have to make sure of continuity should scenes be shot or re-shot on other days or locations.

6) Actors should read thru together, shot gunning lines before a shoot. Makes for fewer mistakes and catches any flaws in the original script.

7 & 8) Videographer, Gaffer & Grip. One or more cameras can be used. Make sure all are familiar with the workings of the camera; white balance, zooming, audio. Sound should be monitored by headphones and watch for background sounds such as cars, refrigerator noise, phones.

If different scenes are to be shot at one location it is good to use a clapboard * in front of each camera before each scene change, this makes the editors job much easier.

Also watch for continuity to the script, in sound AND vision, watch for the type of phone ring, types of cars or buildings in the background (you may be portraying an era that had no cel phones, VW bugs, etc...).

Light needs to be bright enough for good focus to occur. Audio needs to be clear. It is hard to fix what you do not have.

*you can make your own, examples @ <http://www.studio1productions.com/clapboards.htm>

9) Editor. The editor and the writer/author need to discuss the entire "feel" of the project, but the writer/author should "let go" and allow the editor freedom.

The editor can do a simple edit and show a preview for input before continuing on to more complex editing and cleaning up.

Be careful to use copyright free materials if you are using stills or old footage. Music should be BMI or ASCAP, these are covered under public access rights. Get permission from parents of minors and do not use non-public locations without permission. Always get

permission to film a place or person. It is just common courtesy and can avoid problems in the long run.

10) Promoter. Find sponsors or underwriters for your show. A sponsor or underwriter will contribute money (if you need it to complete your program) in exchange for a mention at the beginning and/or end of the program. No actual advertising, just their logo or name stating that they are sponsoring or underwriting. No political endorsements, prices or comparisons to others.

This money can cover the costs of filming, equipment or future program materials.