

PRE-PRODUCTION RESPONSIBILITIES

StarTime's LCE program develops collaborative skills in students via the filmmaking process.

Being organised with each element of the production will add quality to the end "look and feel" of the film. It also makes sure the story and information is communicated effectively and efficiently to an audience. Allocating these roles to each member of the respective "crews" will give students confidence to take on responsibilities and participate in a good collaborative process. We recommend these roles are allocated before the program starts.

NAME OF SCRIPT SUPERVISOR(S)

- Responsible for drafts and master script (Use script template provided)
- Make sure everyone has written their dialogue for filming day(s)
- Make sure everyone has a copy of their script and understands the issues the script is dealing with
- Email to StarTime two days before shoot

NAME OF COSTUME SUPERVISOR(S)

- Writes down a list of all that's needed for each character's costume and if someone needs to borrow / make something and who from
- Fill out costume check list provided
- Sources anything extra that is needed and checks who is bringing it.

NAME OF PROPS SUPERVISOR(S)

- A list of all necessary props (use check list provided)
- Who is bringing and when
- Organising props table for shoot

NAME OF ART DIRECTOR(S)

- Searching for background images
- Labelling for the appropriate scenes
- Saving and filing images to give to StarTime
- Fill out "background" description on each segment of the script template