

# Addendum 5

## Film Industry Training Program Overview

**Objective:** To begin training Connecticut residents to become working union professionals in the feature motion picture and television production industry.

**Scheduling:** The training program will be (up to) a fourteen-week program, ideally held at various geographical locations in Connecticut. The first two weeks will be an introduction to feature film and television production. The second two weeks will offer concentrated training and specialization in a department of the trainee's choice. The final (up to) ten weeks will offer mentorship on an in-state feature motion picture or television production.

**Participants:** The program is designed to attract as trainees those individuals and students who seek entry-level freelance work in feature motion pictures and episodic television, desire a career in this industry, and have the ultimate intention of making application for appropriate union membership in their chosen professional field. The program will be taught in departmental components as traditionally defined in the film industry. It is important to note that participation in the training program will not assure trainees union membership. Each union local may have specific application, examination, and acceptance regulations. For each chosen field, other professional requirements and state licensing may apply, and substantial further training and/or further experience may also be necessary.

**Process:** The Film Industry Training Program will be taught exclusively by working industry professionals with experience as department heads on major productions, who are members of the motion picture trade union appropriate to the skills they teach.

### Phase 1: Introduction to Motion Picture & Episodic Television Production

The first two **(six-day)** weeks will introduce trainees to ten different production departments. Phase 1 will involve a one-day introduction to each department, taught by a union member instructor, who will return to teach the Phase 2 concentrated lesson in the same department. This will

enable instructors to summarize their Phase 2 lesson during Phase 1 and allow students to meet each instructor who will teach Phase 2. Trainees may be tested and will be asked to evaluate the course on the final day.

### Phase 2: Concentrated Training in Selected Department (Weeks 2-4)

Upon successful completion of Phase 1, trainees will select a single department, and continue with specialized training for an additional two (five-day) weeks in classroom, studio, shop, and location environments. Phase 2 will be taught in departmental components, as traditionally defined in the feature film and episodic television industry: Production Management, Production Office Coordination, Location Management, Set Construction, Set Dressing, Camera, Sound, Property, and Wardrobe. Due to the unique nature of inter-departmental cooperation involved, Lighting & Grip departments will be taught as one lesson component.

Instructors will provide both concentrated study and hands-on experience to trainees in their department. Instruction will include, but not be limited to the following:

- Description of job categories within department
- Theoretical instruction of departmental activities
- Day to day operations of their department
- Relationship to other department
- Items trainees need to work in the department
- Exercises in use of equipment
- Special skills trainees needed
- Types of vendors the department will deal with

As noted in each Phase 2 Lesson Plan, because not all production departments and positions are currently taught in the training program, instructors are encouraged to include planning for guest speakers in each department. In order to facilitate an understanding of inter-departmental relationships, classes may be grouped for guest speaker presentations. Suggested speakers are: Director, Director of Photography, First Assistant Director, Production Designer, Costume Designer, Production Accountant, Script Supervisor. Trainees may be tested and will be asked to evaluate the course on the final day.

### Phase 3: On-Set Mentorship Working on Actual Film Shoot in Connecticut

Upon successful completion of Phase 2, a limited number of trainees will continue to Phase 3, where they will work for up to ten weeks in that department on an in-state feature motion picture or television production,

mentoring with department heads and learning on the job through first-hand experience. Trainees may not perform tasks defined as integral to the job category of any union member and all trainee participation will be directly supervised.

The timing of trainee participation in Phase 3 will be entirely dependent on the cooperation of producers, union representatives, and the shooting schedules of participating productions. Such shoots can occur at any time during the year, so it is unlikely that Phase 3 will immediately follow Phase 2. The longevity of the Phase 3 mentorship will be variable, "up to" 10 weeks, but could be significantly less, again depending on the schedules of cooperating productions shooting in the state.

In order to have minimal impact on the production, the number of Phase 3 trainees per shoot will be limited. Exclusively on-set departments such as Camera, Sound, Grip, Electric, Property, and Wardrobe will have no more than one trainee. Set Construction (usually a pre-production activity) and Set Dressing (pre-production and production) could each support two trainees.

Trainees will be asked to complete an evaluation of the mentorship program.

**Film Industry Training Program  
Phase 1  
Lesson Plan**

**NOTE: It is now suggested that Phase 1 consist of two, six-day weeks to accommodate introductory and conclusion sessions.**

# Phase One

## Motion Picture Production Overview (Weeks 1 & 2)

### Monday, Week 1: Orientation

9am – 10:30 a.m: The Process of Making a Movie

- Pre-Production
- Production
  - Life on Set: 24/7/365, long days, unions, etc.
- Post-Production

10:30am – 1 p.m: The Departments of a Film Set

- Production Department
- Accounting Department
- Assistant Director Department
- Location Department
- Art Department
- Set Construction
- Set Dressing
- Property
- Camera Department
- Sound Department
- Grip Department
- Lighting Department
- Hair and Makeup
- Wardrobe
- Transportation
- Catering/Craft Service
- Editorial Department

1pm – 2 p.m: Lunch with Instructor

2pm – 6 p.m: Working as a Freelancer

- The Unsteady Nature of Freelance Work
- The Requirements of Union Membership
- I-9/Payroll/W-2 Forms
- Independent, Majors, & Low Budget Contracts
  - Availability
  - Pay Rates
  - Overtime
- Time Cards & Invoices
- Collecting Receipts
- Double Booking

6pm – 3:15pm – Closing Remarks

**Required Text:** The Complete Guide to Making a Movie, by Lorene Wales,

Pearson Education Press, 2006.

### **Tuesday, Week 1: Production Management**

9am – 1pm – The Production Manager (UPM)

- The Production Hierarchy
- The UPM vs. the Production Supervisor
- The Production office Coordinator
- The Director & The First Assistant Director
- Pre-production, Production, & Post-Production
- Walkthrough of Typical Day
- Budgeting & Scheduling

1pm – 2pm – Lunch with Instructor

2pm – 6pm – Production Manager Responsibilities

- Deal Making, Personnel & Equipment
- Working with Department Heads
- Working with Actors
- Role of Production Accountant
- Approval of Paperwork

6pm – 6:15pm – Closing Remarks

### **Wednesday, Week 1: Production Office Coordination**

9am – 1pm – The Production Office

- Job Categories within the department
- Walkthrough of Day-to-day Operations
- Pre-production, Production, & Post-Production
- Dealing with Studio, Producers, Crew, & Actors
- Production Paperwork
- Film Scripts

1pm – 2pm – Lunch with Instructor

2pm – 6pm – Production Office Functions

- Instructor will explain paperwork in detail
- Communication and distribution duties
- The Role of Production Accountant
- Trainees will examine screenplay, along with revisions

6pm – 6:15pm – Closing Remarks

### **Thursday, Week 1: Location Management & Scouting**

9am – 1pm – Locations Department

- Job Categories within the department
- Responsibilities of the Location Manager
- Pre-production, Production, & Post-Production
- Techniques of Location Scouting

- Photographing a location
  - Dealing with Property Owners
  - Building databases
  - Paperwork for the Locations Department
- 1pm – 2pm – Lunch with Instructor
- 2pm – 6pm – Locations Exercises
- How to search for particular locations
  - Demonstration digital photography techniques
  - Demonstration of Photoshop & Panoramic folders
  - Trainees will examine folders and discuss each location
  - Shoot planning and on-set logistics
  - Staying ahead of the Shooting Crew
- 6pm – 6:15pm – Closing Remarks

### **Friday, Week 1: Set Construction**

- 9am – 1 pm – Constructing a Film Set
- Job Categories within the department
  - Pre-production, Production, & Post-Production
  - Construction Basics
  - Introduction to Tools & Equipment
  - Walkthrough of Set Construction Process
  - The Scenic (Paint) Department
  - How Construction Works with Other Departments
- 1pm – 2pm – Lunch with Instructor
- 2pm – 6pm – Walkthrough of shop
- Instructor will demonstrate various shop equipment
  - Rigging Staffing & contingencies
  - Assembly of stage platforms
  - Construction of set walls
- 6pm – 6:15pm – Closing Remarks

### **Saturday, Week 1: Set Dressing Department**

- 9am – 1pm – Working with Set Dressing
- Job Categories within the department
  - Pre-production, Production, & Post-Production
  - Definition of Set Dressing vs. Props
  - Related Departments
  - Breakdown & Organization
  - Departmental Paperwork
- 1pm – 2pm – Lunch with Instructor
- 2pm – 6pm – Set Dressing Exercises
- Explanation of purchases and rentals

- Dealing with Property Vendors
- Organization, Shop Setup, & Transportation
- Tools of the Trade & Essential Equipment
- Instructor will demonstrate furniture movement
- Discussion of Continuity
- Stage vs. Locations

6pm – 6:15pm – Closing Remarks

### **Monday, Week 2: Property Department**

9am – 1pm – Working with Props

- Job Categories within the department
- Pre-production, Production, & Post-Production
- Lesson on What Props Are
- Job Categories within the department
- Prop Breakdown & Organization
- Tools of the Trade
- Department Paperwork

1pm – 2pm – Lunch with Instructor

2pm – 6pm – Property Exercises

- Instructor will handle property throughout fictional scene
- Explanation of prop purchase and rentals
- Dealing with Property Vendors
- Instructor will demonstrate weapon handling
- Discussion of Continuity

6pm – 6:15pm – Closing Remarks

### **Tuesday, Week 2: Camera Department**

9am – 1pm – The Film Camera

- Job Categories within the department
- Pre-production, Production, & Post-Production
- Putting the Camera Together
- Film stocks, Magazines, and Digital Images
- Preparing Camera Reports

1pm – 2pm – Lunch with Instructor

2pm – 6pm – Camera Exercises

- Instructor will assemble 35mm camera and take it apart
- Handling film, loading magazines, and dealing with the lab
- Instructor will demonstrate operation of HD camera
- Lenses and focus pulling will be demonstrated

6pm – 6:15pm – Closing Remarks

### **Wednesday, Week 2: Sound Department**

9am – 1pm – Sound in Film

- Job Categories within the department
- Pre-production, Production, & Post-Production
- Lesson on Sound Acoustics
- Lesson on Sound Design
- Walkthrough of sound equipment
- The Politics of the Set

1pm – 2pm – Lunch with Instructor

2pm – 6pm – Sound Exercises

- Instructor will demonstrate Sound Mixing
- Boom Microphones & Ambient Sound
- Discussion of dialogue, background, sound effects
- Trainees will listen to recorded sound for acoustics and quality

6pm – 6:15pm – Closing Remarks

## **Thursday, Week 2: Lighting & Grip Departments**

(Gaffer & Key Grip will serve as co-instructors)

9am – 1pm – Lighting & Grip

- Job Categories within each department
- Pre-production, Production, & Post-Production
- The Director of Photography & Other Set Protocol
- Walkthrough of Grip Equipment
- Walkthrough of Lighting Equipment
- How the Equipment Works Together
- Grip Safety & Electrical Precautions

1pm – 2pm – Lunch with Instructors

2pm – 6pm – Equipment Exercises

- Gaffer will introduce & demonstrate lighting equipment
- Key Grip will introduce & demonstrate grip equipment
- Wattage, Distribution, & The Genny
- Explanation of Various Rigging & Lighting setups
- Instructor will show how to shape light
  - Create a scene with diffused light
  - Create a scene with hard shadows

6pm – 6:15pm – Closing Remarks

## **Friday, Week 2: Wardrobe Department**

9am – 1pm – Wardrobe Department

- Job Categories within the department
- Costume vs. Wardrobe
- Pre-production, Production, & Post-Production
- Working with Costume Vendors

- The Ridiculous Schedule
  - Workflow of Department
  - Fitting Actors
  - Department Paperwork
- 1pm – 2pm – Lunch with Instructor
- 2pm – 6pm – Wardrobe Exercises
- Instructor will demonstrate fitting of actors
  - The psychology of Actors
  - Trainees will examine rack organization
  - Discussion of continuity
- 6pm – 6:15pm – Closing Remarks

**Saturday, Week 2: Selection of Department for Phase 2**

- Noon – 2pm – Presentations by Union Professionals
- What trainees should expect in each department
  - Union officers speak about realities of union membership
  - Explanation of various application, examination, membership, and selection requirements
  - Initiation, Dues, Pension, Health, & Welfare
  - Trainees will be able to ask questions
- 2pm – 3pm – Department Selection
- Trainees will select department they wish to specialize in
  - Trainees will sign up for Phase 2 concentrated curriculum