

DePaul University • College of Computing and Digital Media
DC 323/401: Pre-Production for Cinema
Fall Quarter 2017-2018

Instructor: Angie Gaffney
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Mondays / Wednesdays 11:50 - 1:20
14 E. Jackson, 5th Floor, Room 513

Office Hours:
Every Wednesday from 10AM - 1130AM.
14 E. Jackson, Office 200B
Office Phone: 312-362-1306.
**Please email to schedule an appointment*

SUMMARY OF COURSE

This course will cover the pre-production phase of motion picture production as it relates to both feature length and short films, with a focus on independent production. The students will also learn how projects are initially put together, covering rights acquisition, fundraising and the basic packaging of a film project.

We will examine the roles in particular of Line Producer, Unit Production Manager and 1st A.D., along with the other staff positions necessary for mounting a film production.

The philosophy of budgeting and scheduling will be examined along with a look at scheduling and budgeting software. The students will learn what it takes to break down a script, create a Schedule, Budget and see the project through to completion.

LEARNING OUTCOMES

- Students will gain an understanding of what it takes from a business, production, logistical, and creative projects to turn their scripts in to a completed project.
- Students will be able to effectively utilize Excel and Movie Magic programs to budget and schedule productions
- Students will be able to put together a basic pre-production package for a project of their choice

TEXTBOOKS / PRINTED RESOURCES

Required: **Creativity Inc — By Ed Catmull**

Recommended:

Creative Producing from A to Z: The Indie Producer's Handbook — by Myrl A. Schreibman
The Complete Film Production Handbook, Fourth Edition — by Eve Light Honthaner

GRADING

A = 100-93,
A- = 92-90,
B+ = 89-88,
B = 87-83,

B- = 82-80,
C+ = 79-78,
C = 77-73,
C- = 72-70,

D+ = 69-68,
D = 67-63,
D- = 62-60,
F = 59-0

A indicates excellence, B indicates good work, C indicates satisfactory work, D indicates unsatisfactory work, and F is a failure to demonstrate an understanding of course concepts.

Attendance 10%
Quizzes 40%

Class participation 10%
Final Project 40%

CLASS SCHEDULE

Schedule Notes:

- Professor reserves the right to make any changes to the syllabus as the quarter progresses. Students will be notified and an updated syllabus will be provided.
- Assignments will be given in class and posted on D2L on a weekly basis
- **Please check D2L regularly.** Class updates, any cancellations, etc, will be posted there

Week 1 Sept. 6th

Introduction to class and classmates, review syllabus.
Introduction: The Mindset of a Producer
Sample Project Review

Week 2 Sept 11th & 13th

Final Project Overview
Development: Deciding on your budget, talent offers/packages, hiring key individuals
Financing: crowdfunding, indie film vs. studio financing structure

Week 2 Sept. 18th & 20th

Pre-Production and Soft-Prep
Production Office Hierarchy & Division of Duties
The Value of Development: Rehearsals / Table Reads
Introduction to Budgeting and Scheduling

Week 4 Sept. 25th & 27th

Pre-Production Intensive: Critical Assumptions, Scheduling

Week 5 Oct 2nd & 4th

Pre-Production Intensive: Critical Assumptions, Budgeting

Week 6 Oct. 9th & 11th

A.D department and responsibilities, 1st A.D.
Set safety
Locations, Scouts, and Management

Week 7 Oct 16th & 18th

Production Management 101: How to put out the fires
Post-Production Management

Week 8 Oct 23rd & 25th

Distribution, Film Festivals, Marketing

Week 9 Oct 30th & Nov 1st

Living as A Creative Entrepreneur
Working Class Session: Final Project

Week 10 Nov. 6th & 8th

Pre Production Review

Week 11 Nov 13th

Final Projects Due

Week 12 Nov 20th - 11:30 AM

Final Exam

FINAL PROJECT OVERVIEW

At the end of the quarter, you will turn in a small binder with a completed budget, schedule, critical assumptions, and financing and marketing plan. This will represent 40% of your grade. A separate final project assignment overview will be made available during the 2nd week of class.

COURSE POLICIES**Changes to Syllabus**

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

Online Course Evaluations

Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online in CampusConnect.

Academic Integrity and Plagiarism

This course will be subject to the university's academic integrity policy. More information can be found at <http://academicintegrity.depaul.edu/>. If you have any questions be sure to consult with your professor.

Academic Policies

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar. Information on enrollment, withdrawal, grading and incompletes can be found at:

<http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx>

Students with Disabilities

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at: csd@depaul.edu.

Lewis Center 1420, 25 East Jackson Blvd. Phone number: (312)362-8002 Fax: (312)362-6544 TTY: (773)325.7296 4

Attendance: Students are expected to attend each class and to remain for the duration. Coming 15 minutes late or leaving 15 minutes early constitutes an absence for the student. The overall grade for participation drops one-third after any absence. Three absences for any reason, whether excused or not, may constitute failure for the course.

Class Discussion: Student participation in class discussions will be measured in two ways. First, students are highly encouraged to ask questions and offer comments relevant to the day's topic. Participation allows the instructor to "hear" the student's voice

when grading papers. Secondly, students will be called upon by the instructor to offer comments related to the reading assignments. Students must keep up with the reading to participate in class discussion.

Attitude: A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

Civil Discourse: DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be Socially Responsible Leaders. It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student's ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

Cell Phones/On Call: If you bring a cell phone to class, it must be off or set to a silent mode. Should you need to answer a call during class, students must leave the room in an undistruptive manner. Out of respect to fellow students and the professor, texting is never allowable in class. If you are required to be on call as part of your job, please advise me at the start of the course.