

## Chapter 3 – Production Planning

Before you go out to shoot you need to make sure you have done your homework!

Here's what you need to plan before you go out:

1. Story boarding.
2. Shot List.
3. Shooting plan & Location recce.
4. Timeline.

### 1. Storyboarding – creating a visual story.

- Begin by reading the script thoroughly and taking any notes down as ideas pop into your head.
- Imagine how an individual scene within the script will be filmed shot by shot.
- Create images in boxes, labeling the scene number, and what camera movements will occur in the shot. This will give you an idea on how you see the film – image to image.

### 2. Shot list – organizing what to shoot for a story.

- A shot list is a way to plan your shots & when to shoot them, as well as visually have an idea on how you want to compose and create camera movement in the shot.
- Label the type of shot: Close-Up shot (CU), Establishing shot, i.e. Wide or Long Shot (LS), Medium Shot (MS).
- Label any camera movements: Pan, zoom, tilt or still shot.
- Label whether it is an interior (INT.) or exterior (EXT.) shot and if its an exterior outdoor shot, plan the type of natural lighting you will need.

### 3. Shooting Plan – organizing the sequence in how you'll shoot.

- You need to plan your production before you go out there and shoot.
- First of all, break down the shot list.
  - Separate the outdoors and indoors shots.
  - All the outdoor shots need to be done at the right hour so pay attention to sunlight and timings.
  - Categorise all the shots, which require actors and plan on having them there for those shooting days.

- Categorise all the shots, which require props or permissions from people so that you can shoot in the vicinity.
- If some of the shots require specific events or time of day (eg: Market place during high-traffic hour or a religious festival), plan on the day and time. This should be prioritized as you only have a few opportunities to catch these events during your shooting plan.
- Organise all your shots by location – shot number – time of day.
- **Example of Shotlist:**

Shot No.	Ext/Int.	Location	Description	Shot	Time	Actors/Props
1	Int	Office	Man at Desk	MS	2 pm	Ram Singh (Culture Minister), handicraft item

#### 4. Timeline.

- A timeline allows you to know how many days you have for pre-production, production and post-production.
- Once you come up with a timeline, according to your shoot plan, you can figure out the days you have left for editing and creating the story.
- You must plan for some extra time in order to pick up a shot again or any inconveniences.
- It is important to create a timeline for any others involved with helping you during your shoot.