

# FILM 011B: PRODUCTION MANAGEMENT: LOCATION & SET MANAGEMENT

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**Originator**

vsassone

**Co-Contributor(s)****Name(s)**

Veneris, Stephanie

**Justification / Rationale**

This single 3 unit course combines the current two 1.5 unit courses FILM 10A Scheduling and 10B Budgeting. For teaching and enrollment effectiveness, the four Production Management courses are being combined into two. In this case, to teach budgeting properly an instructor must teach and a student must learn how to lay down the groundwork of a schedule.

**Effective Term**

Fall 2022

**Credit Status**

Credit - Degree Applicable

**Subject**

FILM - Film

**Course Number**

011B

**Full Course Title**

Production Management: Location &amp; Set Management

**Short Title**

LOCATION &amp; SET MANAGEMENT

**Discipline****Disciplines List**

Broadcasting Technology (Film making/video, media production, radio/TV)

**Modality**

Face-to-Face

100% Online

Hybrid

**Catalog Description**

Movies are make-believe. The work done to make them is not. Long before cameras roll, and continuing when and long after they do, line producers, production managers, locations managers, first assistant directors and others are working hard to prepare for, manage and carry out a process that will utilize the talents of a small army of creative and technical filmmakers and allocate valuable, irreplaceable resources not the least of which are time and money. There is no just "going out and shooting" this. The seeming madness of the creative process that is filmmaking is in reality managed in a process of its own that evolved with the medium.

"Where's the bathroom?!" These are the first words out of the grip's mouth - or the steely eyed Production Manager of a film upon arriving at a location set. This course will teach students how to manage a location setting. In doing so, they will learn how to scout a location, the legal and financial requirements of securing one, prepping it for production, managing it, locking it down, "owning it" and eventually leaving it in the same or better condition than when production began.

This course will also teach students how to manage a set, whether it's in a studio or on location. In doing so, they will learn the personnel required to run a set, the processes they support, the protocols that help govern those processes and the best practices that will result in a well-run, productive movie set.

This course is valuable for anyone interested in producing, line producing, production managing, set managing, location scouting and managing and producing or directing a movie.

**Schedule Description**

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**Lecture Units**

3

**Lecture Semester Hours**

54

**Lab Units**

0

**In-class Hours**

54

**Out-of-class Hours**

108

**Total Course Units**

3

**Total Semester Hours**

162

**Prerequisite Course(s)**

Take FILM 002A

**Required Text and Other Instructional Materials****Resource Type**

Book

**Author**

Bastian Cleve

**Title**

Film Production Management

**Edition**

4th

**Publisher**

Routledge

**Year**

2017

**ISBN #**

0415788773

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**Resource Type**

Book

**Open Educational Resource**

No

**Author**

Eve Light Honthamer,

**Title**

The Complete Film Production Text Book

**Edition**

4th

**Publisher**

Focal Press

**Year**

2010

**ISBN #**

978-0240811505

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**Class Size Maximum**

24

**Entrance Skills**

FILM 002A-Identify and demonstrate the elements of pre-production including scripting, scheduling, storyboarding and shot listing involved to successfully develop and prepare an original short film/video for production.

**Requisite Course Objectives**

FILM 002A-Identify and demonstrate the elements of pre-production including scripting, scheduling, storyboarding and shot listing involved to successfully develop and prepare an original short film/video for production.

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**Course Content**

- The Role of the Location Scout and Locations Manager
- Scouting Locations
- Scout Reports - walk through before and after plus owner sign-off
- Location Releases - who is authorized to sign?
- Negotiating Location Fees
- Bathrooms
- Staging, Holding and Meals on Location
- Parking, Pedestrians, Noise, Set-Up and other Location-Specific Issues
- Company Moves
- Safety First

**Course Objectives**

	Objectives
Objective 1	Analyze and evaluate the creative possibilities of a movie production location.
Objective 2	Analyze and evaluate the process, legalities and union requirements =needed to scout, secure and properly manage a movie production location.
Objective 3	Scout a location, negotiate fees, secure releases, identify and deal with site-specific production issues.
Objective 4	Create location reports for the producer and director,
Objective 5	Formulate a plan to set-up the location for production and leave it in as good or better condition than it was found.
Objective 6	Analyze and evaluate the personnel, processes and protocols needed to run a properly managed film production set.
Objective 7	Demonstrate the ability to work properly and professionally within these on-set processes to support the various departments as needed.
Objective 8	Identify and apply the set management skills particular to the structured, adaptable environment needed for the creative and practical process of film production to thrive.

**Student Learning Outcomes**

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Evaluate potential production location sites.
Outcome 2	Will be prepared to work effectively as a Production Assistant on a professional location scouting team.
Outcome 3	Will be prepared to work effectively as a Production Assistant on a professional movie set.
Outcome 4	Will be prepared to manage the set of a short film or video.

**Methods of Instruction**

Method	Please provide a description or examples of how each instructional method will be used in this course.
Activity	Practice protocols and processes of scouting, securing and setting up a movie set on location
Collaborative/Team	Determine scout team's functions, communication among themselves, with production office and with producer/director
Observation	Instructor evaluation by observation of team and individual activity
Activity	Practice protocols and processes of set management, create production documents, set up and manage Video Village
Collaborative/Team	Determine department functions, communication on set and with production office
Observation	Instructor evaluation by observation of team and individual activity
Lecture	Using Keynote presentations, video and computer projection, lecture will communicate the process and protocols of film production set management

**Methods of Evaluation**

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Group activity participation/observation	Over the course of six to eight in class (field trips when needed) learning projects, students will collaborate in teams to scout, secure and manage a film production location and instructor will evaluate by observation and critique	In and Out of Class
Student participation/contribution	Students will participate in scouting, securing and managing a location for a Film 2B or C (Production II or III) narrative film production	Out of Class Only
Tests/Quizzes/Examinations	Test basic knowledge of practices and protocols of set management	In Class Only
Reading reports	Reports written based on text and other readings will be submitted for instructor evaluation	Out of Class Only
Group activity participation/observation	Over the course of six to eight in class set management learning projects, students will collaborate in teams to carry out proper processes and protocols of managing a film production set and instructor will evaluate by observation and critique	In Class Only
Student participation/contribution	Students will participate in managing the set of a Film 2B or C (Production II or III) narrative film production	Out of Class Only
Tests/Quizzes/Examinations	Test basic knowledge of practices and protocols of set management once per semester	In Class Only
Reading reports	Reports written based on text and other readings will be submitted for instructor evaluation weekly	Out of Class Only

**Assignments**

**Other In-class Assignments**

1. Scout location options for for a movie
2. Create Scouting Reports
3. Negotiate locations fees and releases
4. Identify issues regarding the management of several locations and develop management plans for parking, pedestrians, permits, load in/out, staging, holding, meals, departmental needs, power, accessibility, safety, crowd control, company moves and other issues of movie production out of studio.
5. Learn the rules, how to learn diplomacy – the soft skills in this department that make the set work smoothly, the downline attitude is contagious.
6. Discover the needs of each department – before they become urgent – keep checking daily
7. Load In / Set-Up / Wrap
8. Manage digital island, video village
9. Lights, Camera, Action - practice a movie set's production process and protocols and demeanor
10. Production reports and paperwork:
11. Set up communication method to deliver to Assistant Directors, Heads of Departments and relevant crew
12. Script page changes
13. Know and Collect releases: Location. Cast. Extras. Animals. Crew. All Art Department
14. Call Sheets, Schedules, Script Notes, Camera and Sound Reports,
15. Create a Wrap Bible.
16. Controlling Petty cash. Set-up sheets, receipt records
17. Controlling Purchase orders – set-up sheets, following PO to delivery and invoices to LP
18. Identify potential on-set problems and solutions
19. \How to feed a small army

**Other Out-of-class Assignments**

1. Scout a movie location and create scouting reports.
2. Read text and articles
3. Work as a Production Assistant on a COD student film
4. \Research SAG-AFTRA and other union rules of production
5. Read text and articles

**Grade Methods**

Letter Grade Only

**Distance Education Checklist**

**Include the percentage of online and on-campus instruction you anticipate.**

**Online %**

50

**On-campus %**

50

**Instructional Materials and Resources****Effective Student/Faculty Contact**

**Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?**

**Within Course Management System:**

Chat room/instant messaging  
Discussion forums with substantive instructor participation  
Online quizzes and examinations  
Private messages  
Regular virtual office hours  
Timely feedback and return of student work as specified in the syllabus  
Video or audio feedback

Weekly announcements

**External to Course Management System:**

Direct e-mail

Posted audio/video (including YouTube, 3cm mediasolutions, etc.)

**Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.**

- Private messaging in Canvas will allow the professor to give personal feedback to each student every week on quizzes and/or homework assignments.
- Regular virtual office hours will give students the opportunity to reach out to the professor with questions or concerns, or to follow up on feedback.
- Online quizzes and examinations include feedback from the professor and the opportunity for student interaction.
- Timely feedback and return of student work lets each student know their progress as each module is mastered.
- Posted YouTube audio/video is part of each homework assignment, and is integrated into the Canvas LMS.
- Weekly Announcements in Canvas alert students to upcoming assignments, discussions and quizzes. Students will be encouraged to configure the Canvas app to give them real-time alerts of posted notifications and due dates.
- Discussion Forums with substantive instructor participation, particularly for the term project, invite students to interact with each other and the instructor in analysis and interpretation of films.

**Other Information**

**MIS Course Data**

**CIP Code**

50.0602 - Cinematography and Film/Video Production.

**TOP Code**

061220 - Film Production

**SAM Code**

C - Clearly Occupational

**Basic Skills Status**

Not Basic Skills

**Prior College Level**

Not applicable

**Cooperative Work Experience**

Not a Coop Course

**Course Classification Status**

Credit Course

**Approved Special Class**

Not special class

**Noncredit Category**

Not Applicable, Credit Course

**Funding Agency Category**

Not Applicable

**Program Status**

Program Applicable

**Transfer Status**

Not transferable

**General Education Status**

Y = Not applicable

**Support Course Status**

N = Course is not a support course

**Allow Audit**

No

**Repeatability**

No

**Materials Fee**

No

**Additional Fees?**

No

**Files Uploaded**

**Attach relevant documents (example: Advisory Committee or Department Minutes)**

Film Advisory Committee Meeting Minutes - Nov 17 2020.pdf

**Approvals****Curriculum Committee Approval Date**

04/05/2022

**Academic Senate Approval Date**

04/28/2022

**Board of Trustees Approval Date**

06/16/2022

**Chancellor's Office Approval Date**

06/18/2022

**Course Control Number**

CCC000632413

**Programs referencing this course**

Advanced Film Production Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=196>)

Film Production Management Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=269>)

Film Production AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=69>)