



Production Schedule

Promote Your Great Day Out... with Film

Production Schedule

Here's a sample production schedule we used to film the My Place, My Space footage. It gives details of times, locations, equipment, props and people and is used to plan a day's shoot. Print out the sample production schedule and fill it out for your film shoot.

DATE(S):	July 2010
TITLE:	My Place, My Space
LOCATION OF SHOOT:	Bangor Directions driving from Belfast take A2 towards Bangor Parking available at free car park near marina.
DESCRIPTION OF THE VIDEO (2-3 sentences)	
<p>My Place, My Space is a multi-platform project aimed at Northern Ireland Primary Schools. We're launching a website and competition for 9-11 years to market their local area as a great tourist destination. Today's filming will result in a video clip of approx. 5 minutes. The clip will live on the project website but may also TX as part of TV output at a later stage.</p> <p>PSC My Place, My Space Promotional video; to let people know about the competition</p>	

SAFETY

A whatever – the – weather outdoor shoot. Contributors are briefed to prepare for sunshine and rain! Crew and production should do the same!
We will provide large umbrellas.

PRODUCTION TEAM AND THEIR CONTACT DETAILS

Title	Name	Contact No
Director		
Camera		
Sound		
Runner		

Equipment (camera, sound, lights, props, etc)

Camera, tripod, microphone

LOCATION CONTACT DETAILS

Name/Location		Contact Address/No	
Name/Location		Contact Address/No	

SHOOTING SCHEDULE			
Time (incl meal breaks)	Brief Description of Activity and Contributors	Directions to Location (if necessary)	
0730 - 0800	Load		
0800 - 0830	Travel to Adventure Playground, Bangor	At Bangor marina walk along the promenade past the giant swans at Pickie Pool and the Pickie puffer train station. Make way to the Adventure Playground	
0830 - 0910	SET UP (Contributors rehearse)		
0920 -1020	Film PTCs (Piece to Camera; when presenter speaks directly at the camera looking directly into lens as though making eye contact with the viewer) including use of props		
1020 – 1030	BREAK		
1030 – 1110	Film PTCs (Piece to Camera) including use of props		
1110-1115	BREAK		
1115-1200	Travel to Seacliff Road... Kingsland Play/Picnic Area	Beside Ballyholme Yacht Club	
1200 - 1205	BREAK		
1205 - 1240	Film PTCs (Piece to Camera) including use of props		
1240 - 1250	De-rig - removing and packing up equipment		
1250 - 1400	LUNCH		
1400 - 1500	TRAVEL to base and UNLOAD		
Total Duration Of Day's Shoot:		Hours 7	Mins 30

Production Schedule

DATE(S):	
TITLE:	
LOCATION OF SHOOT:	Directions Parking
DESCRIPTION OF THE VIDEO (2-3 sentences)	

SAFETY

PRODUCTION TEAM AND THEIR CONTACT DETAILS		
<i>Title</i>	<i>Name</i>	<i>Contact No</i>
Director		
Camera		
Sound		
Runner		
Equipment (camera, sound, lights, props, etc)		

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SHOOTING SCHEDULE

<i>Time (incl meal breaks)</i>	<i>Brief Description of Activity and Contributors</i>	<i>Directions to Location (if necessary)</i>	
Total Duration Of Day's Shoot:		Hours	Mins