FMTV-UT. 1040
Intermediate Narrative Workshop
Summer 2013
Class Syllabus

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**Table of Contents**

Table of Contents 2

Introduction 3

Course Objective 3

Crew Formation 4

Script 4

Recommended Texts 5

Tech Seminars 5

Allotment 6

Working with Actors 6

Production Review Process 6

Final Production Books 7

NYU Production Insurance 8

CSI Coverage Policy 8

Criteria For Grading 9

Grading Policy 10

What To Do In Case Of An Emergency 10
Welcome to Summer 2013
FMTV-UT. 1040
Intermediate Narrative Production Workshop

Introduction

Summer Intermediate Narrative Workshop is an intensive six-week production class with the first half of the course dedicated to lectures, workshops and techs; and the second half of the course dedicated to shooting individual director projects and crewing. This class is designed to further develop student filmmaking skills during production of a short 8 minutes or less (including credits) narrative based project. All students will work within a four-person crew, rotating between directing and other crew positions.

Intermediate Narrative Workshop is production intensive. It is expected that all students will work in a professional manner both on and off the set with regards to safety and full disclosure as it relates to insurance, script and all production considerations. Work outside of the class will be time-consuming so plan accordingly.

Course Objective

Students enrolled in Intermediate Narrative workshop will have the opportunity to learn skills that are necessary for the production and post-production of a short "dialogue" project. Lecture topics will be focused on scene structure, script breakdowns, coverage techniques and production logistics. Students will gain practical experience with budgeting, casting, running a set within professional standards, dialogue editing and working in a variety of crew positions. All students must complete all of their principal photography by the end of the Summer 2013 semester.
Crew Formation

Four class members will form a core crew and work together throughout the Summer 2013 semester. The following positions are possible for the rotation. Any additional principle crew positions outside of the core crew must still be filled by CURRENTLY ENROLLED TISCH UGFTV students - indicated in bold. Non-principle crew positions can be filled from outside of the Tisch UGFTV program:

Director
Assistant Director
Script Supervisor
Cinematographer (must be a registered UGFTV student or recent graduate – 3 years maximum)
Digital Assistant/AC
Producer
Editor
Associate Producer (only allowed if working as an assistant to an Tisch UGF/TV producer)
Art Director
Casting Director
Location Scout
Location Sound Mixer

Script

The presentation of a properly formatted script (8-page maximum) during the 1st week of class will insure timely analysis of project’s style and production requirements. Some suggested parameters, considerations and recommendations for scope of project are:

1-3 locations
1-3 characters
Limited Dialogue
Sync sound recording
Safety

There is a strict 100-mile shooting radius that will limit the extent to which students may travel beyond 721 Broadway for the production of any intermediate level class project.
Recommended Text

Producing and Directing the Short Film and Video, Peter Rea and Davis Irving, Focal Press, 4th Edition, c. 2010

The Intermediate Production Guidelines are available on line on the NYU Tisch FTV Wiki Home Website:

https://wikis.nyu.edu/display/tsoaftv/Home
https://wikis.nyu.edu/display/tsoaftv/Intermediate+Level

Students are expected to be familiar with all sections of the website regarding insurance, permits, safety, prop weaponry and stunts, equipment, allotments, production facilities, production vehicles, picture cars and shooting on subways. Students must use the templates as noted on the checklist.

Tech Seminars

The following tech seminars and production lectures will be scheduled throughout the first half of the six-week course. Every student must attend all scheduled techs seminars and lectures in order to check out equipment. Tech seminars and lectures will be arranged during both the lecture and lab portion of the class.

Sony FS100 & In Field Workflow
Safety Lecture Tech
ARRI-SR w/lens package TBD as needed
Sound Devices 702t w/FP-33 mixer
Production Center Overview
Location Sound Recording
Hands on Safety Workshop
Post Overview
Digital Post Tech: Importing, Syncing & Finishing

The following are additional techs and / or lectures to be arranged by the instructor:

Production Supervision / Management / Check List Overview /Screening Tech
Color Negative / Permits / Insurance / Reservations
Allotment

See the newly designed NYU TISCH FTV WIKI homepage for class equipment lists, supplies, and use of the facilities including policies on insurance, shared liability, in-field transfers and supplemental production resources. Students will be issued a $500.00 production allotment check once their project has successfully completed the review process.

Working with Actors

Working with Screen Actors Guild professionals is a privilege that NYU has earned over the years. Students are expected to follow mandatory guidelines:

1. Open an account with the Screen Actors Guild the first week of class. Pick up student SAG Student Agreement Packet at the production center.

2. If a SAG member is cast, forward the name to SAG immediately.

3. At the conclusion of the shoot, fill out the paperwork that SAG requires to close the account.

4. If a SAG actor is not selected, close the account.

5. Cast member must be provided with a copy of their work on project in a timely manner (‘best takes’ or completed project on DVD). Please discuss the postproduction schedule with cast member.

6. SAG will deny access to all students not in compliance with any SAG policy, the privilege of working with SAG actor (present and future).

Production Review Process

Production approvals take place through the following series of steps:

Step 1. The initial instructor approval to open a production account for each student director. This initial approval clears student for issuance of production check.
**Step 2.** Initial scheduling of project / crew rotation within the Summer 2013 semester.

**Step 3.** Instructor reviews script, pre-production materials and completes all associated paperwork & approvals (production approval / safety guidelines agreement).

**Step 4.** Once student instructor approves the student, the student will pass on the materials to the assigned Production Supervisor.

**Step 5.** Production Supervisor reviews material and approves project for submission to file for all necessary permits and insurance certificates (any concerns/issues will be identified by the Production Supervisor and must be address by the student and the instructor.)

**Step 6.** Only after you have received a confirmation email from your Production Supervisor stating that your project has been approved, are you permitted to apply for any certificates of insurance.

**Please note.** Workflow is crucial. The Production Supervisor has the production packet for one week. Then Risk Management will take one week to issue insurance certificates if there are no RED FLAGS. If the film has RED FLAGS then Risk Management can take up to 10 business days for the turnaround. So a production with RED FLAGS needs to be handed into the Production Supervisor 3 weeks prior to shooting.

**Final Production Books**

In addition to the checklist materials submitted to the Production Supervisor for insurance clearance, the student will be expected to compile the additional materials noted below in either a loose-leaf binder or a DVD for the instructor to evaluate. This binder/DVD will have a top sheet that will include: director’s name, name of project, names of crew members and their crew positions, shoot dates and how far along the project is in post production. The following materials are to be included in the final production book:

- The final shooting script. This shooting script should be lined.
- “Actual Cost” budget
Pre-visualization – storyboards, floor plans, shot lists, additional location photos.
Audition ads, character breakdowns, casting information, etc.
Art department supplies, props, costumes, etc.
Copies of all insurance certificates, permits, release forms
Camera reports / Sound reports
Personal Director’s Evaluation (the student is expected to evaluate work, identify what was done well and what needed improvement, comment on script, budget, direction of the actors/camera/sound/crew, shooting time and resources.)
Evaluate contribution as a crewmember on the other crew projects.
Evaluation should be up to 10-15 pages.

NYU Production Insurance

The No-Rush Policy

In an effort to improve the efficiency of our insurance filing process, The Kanbar Institute of Film & TV and NYU’s Department of Insurance & Risk Management enforces the following:

Standard turnaround time for all insurance requests is FIVE BUSINESS DAYS with the exception of productions that involve RED FLAGS. If your production involves and RED FLAGS then the standard turnaround time for all insurance requests can be up to TEN BUSINESS DAYS. A listing of Intermediate Narrative Red Flags is on the wiki.

Do not call or contact the Insurance Office for certificates prior to the mandatory FIVE PROCESSING DAYS. Students that are not in compliance with the policy will forfeit access to the NYU insurance program and will not get project approval.

CSI Insurance

In addition to insurance provided through New York University, each student is responsible for purchasing student personal property insurance (CSI) through Fireman’s Fund. This supplemental insurance will cover students for
one year (can be used in all production classes during the year of coverage.)
No equipment will be issued until proof of CSI insurance purchase is presented to the instructor.

Areas of coverage:
Personal Property – This policy insures all personal articles owned or in the case, custody or control of the named insured while the insured is an enrolled student.

Rented or Borrowed Equipment – Covers photography or film related equipment that is rented or borrowed, provided the equipment is rented or borrowed for a period of thirty days or less.

Cost of CSI Insurance:
The total minimum cost of the plan is $155. This total is broken down as follows:

Policy ($6,000 Limit/$500 Deductible) cost is $90.00
Equipment Endorsement ($25,000 Limit) cost is $60.00
Processing Fee cost is $5.00
Total for all above is $155.00

How to Purchase CSI Insurance
Step 2. From the pull down menu, select New York as the School State and New York University (Film/Photo/Journalism) as the School Name.
Step 3. Select YES for the $60.00 Equipment Endorsement and choose your personal property coverage: The minimum policy limit is $6,000 with a $500.00 deductible for a cost of $90.00. Continue to fill in your personal information.
Step 4. Enter your credit card information and purchase the policy. Once your order has gone through you will receive a confirmation e-mail. Print out your confirmation e-mail and deliver it to your instructor. There is no access to NYU issued equipment without proof of CSI insurance.

Criteria for Grading

Please note: all students will receive a grade at the end of the semester
ROUGH CUT
Completed final script
Participation in class discussions
Full disclosure on all insurance and script elements.
Compliance with the Safety Guidelines & Terms of Agreement Policy
Submission of Production Book (please refer to pages 7&8 of syllabus.)
Punctuality
Attendance

Your professional regard for cast, crew, community and all policies associated with this class will also factor into your final grade.

Grading Policy
Violations of the Production Approval Safety Guidelines or a signed Student Agreement and/or the use of unauthorized equipment will adversely impact the grade the student director receives for the project and also may result in the student director receiving disciplinary sanctions from the “UGFTV/Production Review Board.

What To Do In Case Of An Emergency
In case of an emergency, follow these steps:
1. If someone is injured seek immediate medical attention by calling 911.
2. If the injury needs attention but is not life threatening, seek medical attention at a hospital emergency room. If you are not sure of the seriousness of the injury, do not hesitate to take the injured person to the hospital immediately.
3. Contact the NYU Office of Public Safety at 212.998.2222, 24 hours a day, 7 days a week.
4. As soon as possible, inform your instructor and the Production Center at 212.998.1790.
5. Keep copies of all police reports and bills for emergency room / hospital visits.
6. Contact NYU Department of Insurance to file an insurance claim. Provide a detailed description of the incident, along with copies of all paperwork: 212.998.2727
insurance.student.film@nyu.edu