



Production Management-23719

FLMC-1300

SS 2022 Section 6 3 Credits 09/20/2021 to 12/12/2021 Modified 08/23/2021

Course Meetings

Course Modality

Online on a schedule

Meeting Days

Monday, Wednesday

Meeting Times

6:00 PM to 9:20 PM

Meeting Location

In Canvas go to Media Gallery, and enter Live Room

Office Hours

Mondays and Wednesdays by appointment

Altura Live room

Go to Canvas, see Media Gallery and enter Live room. By appointment.

Welcome and Instructor Information

Instructor: Mary Walbridge Mrs.

Email: mary.walbridge@hccs.edu

What's Exciting About This Course

You will learn how to manage a film/video production from the "business end." The course emphasizes analysis of scripts and treatments to determine production costs, crewing requirements, location needs, equipment rentals, and associated production costs. This course includes dealing with production personnel and unions, budgeting, location scouting, permitting, handling security and insurance issues, handling transportation issues, managing set catering and safety, disbursing funds, documenting expenditures, handling clearance license fees, and managing other business issues. Also covers developing detailed budgets for analyzing scripts by using costs researched in the local area. Over the course of the semester you will break down a feature film script, an integral part of producing a feature film.

My Personal Welcome

Welcome to FLMC 1300 Production Management. I'm delighted that you have chosen this course. One of my passions is to emphasize analysis of scripts and treatments to determine production costs, crewing requirements, location needs, equipment

rentals, and associated production costs. I am available to support you. Let's keep in contact this semester to discuss issues. I'm available either Thursday or Friday to answer any questions you might have. I can also be contacted my email and telephone. My goal is for you to walk out of the course with a better understanding of the film and video production business. So please visit me or contact me whenever you have a question.

Preferred Method of Contact

mary.walbridge@hccs.edu

marywalbridge@sbcglobal.net (for emergencies)

Course Overview

Course Description

An introduction to managing above- and below-the-line film or video production costs. Emphasizes analysis of scripts and treatments to determine production costs, crewing requirements, location needs, equipment rentals, and associated production costs.

Requisites

RTVB 1321 TV Field Production, RTVB 1309 Audio/Radio I, RTVB 2330 Film and Video Editing

Student Learning Outcomes and Objectives

Analyze a script to determine the cost of production; develop a detailed budget for a production; develop a production schedule; and research and develop resources for various production needs as required.

Departmental Practices and Procedures

Safety Statement & Protocol

The safety of all our students, those involved in the student projects, and the general public, our department has instituted a Safety Statement and protocol for including hazardous shooting conditions in any student video assignments:

Under no circumstances is it permissible to film/tape scenes which put yourself, your cast, your crew, or the public in harm's way. Harm can be defined as physical, emotional, and/or mental damage.

Any projects that wish to contain the hazardous shooting conditions listed must obtain approval before production takes place.

- Weapons (even fake or toy ones)
- Stunts and fight scenes
- Fire (even candles)
- Animals (even bugs)
- Minors
- Nudity and scenes involving sex
- Driving
- Water and Rain
- Generators
- Explicit Language

APPROVAL PROCESS

Instructor approval: Discuss your story concept and ideas with your Instructor.

- Consider choices that can be made where things are implied through reactions, or sound effects rather than explicitly shown.
- Discuss with instructor how you plan to keep everyone safe from harm.

- This might include providing storyboards, discussions with the production team, location agreement forms, and whatever the Instructor deems appropriate.
- This may be a two-part process where you present your final plan for approval after discussion.
- Any scenes including what appear to be weapons must have a Safety Officer on location.

With Instructor's approval, you may proceed according to your plan. To appeal the Instructor's decision, or if the Instructor wishes for Program Committee approval, please email Program Coordinator, Jenny Waldo at jennifer.waldo@hccs.edu for further instruction.

*Please plan your time and project wisely! Failure to obtain approval will result in a **failing** grade for that project.*

Equipment Orientation

In order to succeed in the Filmmaking Program, students should take advantage of the equipment and resources available for checkout and use.

ALL students must complete an Equipment Orientation for their classes EVERY SEMESTER in order to access the equipment and other resources like computers/editing labs.

Dates to access and complete Orientation will be announced. If you have any questions, you can discuss with your Instructor or with the Studio Manager, Misty Barham at misty.barham@hccs.edu. (<mailto:misty.barham@hccs.edu>)

You **MUST** complete the Orientation by the current semester's deadline and fill out the Film Lab Agreement *or you will not be able to check out equipment or use the computer labs for the entire semester!*

Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

The Complete Film Production Handbook

Author: Eve Light Honthaner
Publisher: Elsevier Focal Press
Edition: 4th

"The Complete Film Production Handbook", Fourth Edition (American Film Market Presents) 4th Edition

By [Eve Light Honthaner](#)

You may either buy a paperback copy of the book, or rent the e-book.

This class book has been designated as "inclusive access" on Canvas. All students will be charged a fee unless opting out.

Please see more information concerning this on the Start here first module. See different costs and available modes as well.

ISBN-13: 978-0240811505

ISBN-10: 024081150X

Film + Video Budgets

Author: Maureen A. Ryan
Publisher: Michael Wiese Productions

Edition: 6th
ISBN: 978-1-61593-221-4
Availability: MWP.com or Barnes & Noble
Price: \$22.45

"Film and Video Budgets 6"

[Maureen A. Ryan](#)

ISBN: 978-1615932214

SKU: 479598340

Students may rent, buy a copy or rent an e- book.

Temporary Free Access to E-Books

Here is the link to get temporary free access to a digital version of the text for fourteen days:

The Complete Film Production Handbook

<https://www.oreilly.com/library/view/the-complete-film/9780240811505/>

Film + Video Budgets

<https://www.scribd.com/doc/262104463/Film-and-Video-Budgets-6>

Availability: oreilly.com and scribd.com

Price: free

Other Instructional Resources

In *The Complete Film Production Handbook*, there is a companion website on line with forms and supplementary materials by chapter. Chapter 8 has a call sheet.

Call Sheet Template

https://routledgetextbooks.com/textbooks/_author/honthaner-9780240811505/

Copy this link and go to resources, then go to chapter 8 to download. Close the zip file pop up and open the Ch 8 file and fill out the Call sheet 1(front) and Call sheet 2 (back)

Availability: routledgetextbooks.com

Instructional Resources for Budget Template

For fillable budget template download go to www.mwp.com

Click on resources, See Subscribe now and put your student email, and click sign up.

Download 1st excel spreadsheet, Master Film & Video Budget sheets, rename and save with your name and script name on your computer.

Use this to enter expenses on budget assignment. The other budgets list can be as a resource for comparing numbers.

Availability: mwp.com

60 to 120 page script printed

Office depot charges \$18.97 to print a 100 page script. 17 cents a page.

clear ruler, assorted highlighters colored pencils (pink, blue, green, yellow, orange), 3 ring binder for script

✓ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Assignments	25		1-Choose and print script 2-Read script, notate script and elements, measure scene lengths, number speaking roles 3-Breakdown script, filling out breakdown sheet for scenes 4-Budget 5-Stripboard in scene order 6-Production board in schedule order 7-one line schedule 8-cast day out of days 9-call sheet 10-turn in due date, participation
Exams/Quizzes	25		Five quizzes will be given during semester. These quizzes will be comprised of multiple choices, true/false and short answer questions.
Mid Term Exam	25		Multiple-choice, true/false questions covering class lectures and assigned readings. Chapter 1-7
Final Exam	25		All students will be required to take a comprehensive final exam consisting of multiple- choice questions. All the information students need to prepare for the exam is in the Final Exam Handbook . You must get at least 50% (50 of 100) of the items correct on the final to pass the course (departmental decision).
Extra Credit			

Grading Formula

Grade	Range	Notes
A	100-90	
B	80-89	
C	70-79	
D	60-69	
F	59 and below	

* Instructor's Practices and Procedures

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

Missed Assignments/Make-Up Policy

Makeups are allowed on a case-by-case basis. A make-up exam is not a retake. That is, make-up exams are allowed only for missed exams. Late assignments may be accompanied by a late-work penalty.

Assignments are due at the beginning of class. If you are unable to be present in class on the date an assignment is due, you can email me your assignment by the start of class that day and I will count it as on time. If you are unable to take a quiz during the window on Canvas, we can arrange for a make up time.

Academic Integrity

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

"Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another student's work;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit. Projects turned in with copyrighted material (music or video) will not be accepted.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

Attendance Procedures

This class is Online on a Schedule (WS). It is important that you participate on line! Logging into the class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is being counted in the on line canvas class. Assignments turned in on time, logging in to canvas live room for lectures, tests and being on line during scheduled weekly sessions is a good way to get answers to questions and confirmation that you are on the right track.

Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you if you have little or no on line presence.

As an instructor I can look at detailed information about the time a student spends with the class on line.

Student Conduct

Approach this class as if it were a job. Complete each assignment, as if it were a work project, professionally and on time.

Relating to other students and your instructor respectfully will prepare you for the team and client based industry, and assists you

in building relationships, networking, and preparing yourself for future work.

What follows is the Student Code of Conduct, which includes non-exhaustive references to applicable HCC policies. Referenced Board Policies may be found at:

<https://www.hccs.edu/about-hcc/policies/>.

2021 <https://www.hccs.edu/resources-for/current-students/student-handbook/>

Instructor's Course-Specific Information

Students will be expected to enter all script information into the Entertainment Partners Scheduling program as part of the projects. It will be advantageous to be proactive and complete this process early.

Devices

Please notify me if you are having issues with computer or devices to be able to be present and hear and see what is going on in class. All students should have access to a computer to participate. Please contact the below link:

<https://www.hccs.edu/applying-and-paying/financial-aid/emergency-help/>

FOR ALL STUDENTS

We have resources to support you during remote/online learning. [Click here to learn about the options below.](#)

- Free Outdoor/Parking Lot Wifi at our campuses
- Reduced cost home wifi
- Discount computers
- Free software available to HCC students

Faculty Statement about Student Success

I hope you all can work on much of the assignments during class. Some time is expected to be spent outside of class to study the course content and complete assignments. At the beginning of the semester breaking down the script for your projects will take time. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) for in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the Online Orientation for all fully online classes:

<http://www.hccs.edu/online/>

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>) In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore

- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
 Director EEO/Compliance
 Office of Institutional Equity & Diversity
 3100 Main
 (713) 718-8271
 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your

communication with me

- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook \(https://www.hccs.edu/resources-for/current-students/student-handbook/\)](https://www.hccs.edu/resources-for/current-students/student-handbook/)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/\)](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu>).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH
(https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

When	Topic	Notes
Reading Week 1	The Complete Film Production Handbook Ch. 1 Production Team, Ch. 2 Production Office	Choose a script, Measure Scene lengths in 8th's
Reading Week 2	The Complete Film Production Handbook Ch.3 Accounting, Ch.4 Script to Schedule, Ch. 25 Independent Filmmaking	Create a numbered list of actors with speaking roles, Read Script and notate elements. Create a short synopsis for each scene.
Reading Week 3	The Complete Film Production Handbook Ch. 5 Incentives, Ch. 6 Preproduction, Ch. 7 Insurance	Breakdown Script filling out breakdown sheets for scenes.
Reading Week 4	Film + Video Budgets 6 Ch. 1, The Complete Film Production Handbook Ch. 8	Budget # 1 Above the line Quiz 2 Ch. 2-4
Reading Week 5	Film + Video Budgets 6 Ch. 2, The Complete Film Production Handbook Ch. 9 Building Strong Industry Relationships	Budget # 2 elements line items per script Quiz 3 Chapter 6, 7

When	Topic	Notes
Reading Week 6	Film + Video Budgets 6, Ch. 5, The Complete Film Production Handbook Ch.10 Deal Memos, Ch 26 Low Budget	Budget #3 Equipment and other costs
Reading Week 7	The Complete Film Production Handbook Ch. 11 Unions & Guilds, Ch. 12 Principal Talent	Budget # 4 pt. Crew line items
Reading Week 8	The Complete Film Production Handbook Ch. Ch. 13 Background Talent, Ch. 14 Animals	Quiz 4 Stripboard in scene order
Reading Week 9	The Complete Film Production Handbook Ch. 15 Clearances & Releases, Ch. 16 Music Clearances	Production Board in schedule order
Reading Week 10	The Complete Film Production Handbook Ch. 17 Safety, Ch. 18 Locations	One line schedule, Cast day out of days, Call Sheet Page 1 and Page 2
Reading Week 11	Project Assignments due	Assignment project due date
Final class Week 12	Final Exam	

Additional Information

Departmental/Program Information

For more information about the Filmmaking Program & Filmmaking in General:

- Department Website (Filmmaking Certificates & Degrees): <https://www.hccs.edu/programs/areas-of-study/art--design/filmmaking/>
- Local film production information: <http://www.houstonfilmcommission.com>
- State film production information: <https://gov.texas.gov/film>
- State film incentive program: <https://www.txmpa.org>

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your Instructor for assistance first. If your Instructor is not able to assist you, then you may wish to contact the Department Chair:

Michael Cohn

Michael.Cohn@hccs.edu / 713.718.6523

Below is the link to the Student Conduct section of the Student Handbook, and it includes the information about the Grade Appeal process:

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/>