

I. Casting Department

A. Casting Director-they should be sending out casting calls and working with director and producer to schedule auditions and book equipment and rooms needed. They should also be present during auditions to give their input and also greet the people trying out. After the cast is decided on they should let everyone know and confirm and hold actors to those dates and inform them of any changes. They should work with the director to decide on the look of the actors so that they can put descriptions in the casting call. They should also figure out an allergy problems that might arise before the actors even try out ie allergic to latex.

B. Wardrobe-Costume Designer should be working with the director and make up person to decide on a look for each actor and then work with the actors to fulfill that look through clothing. They should also find out what colors and patterns will look good on the film that is being used.

C. Make-up- The make-up person should be working with the director to design a look for the actor along with the wardrobe person. They then must work with the actors in order to make sure they know how to do the make up so they can quickly do it before crew call time on the day of the shoot and they should also remain on set to do any touch up during the shoot.

II. Props and Location

A. Location Scout/Manager-should look for locations to shoot outside of studio. They should take pictures or video to bring back and look over with the director and producer. They should also establish contact with anyone who owns the location and get confirmation for shooting on the dates needed. They should also alert their contact to what exactly they will be doing and how much time they will need and alert them to any changes. They should also be on set so they can be the liaison between the owner of the location and the crew. They should also be looking to make sure the location has what they need ie enough electrical outlets or bathrooms for the crew to use ect.

B. Props Manager-should be going through the lined script any getting any kind of props that are needed for the film. They should have them all collected well in advance of the shoot and should also be showing them to the director to make sure that is what the director wants ie is this the type of gun you were looking for or did you want more of an old fashion revolver. They should also be on location during the shoots with all the props for that day of shooting that way when a prop is needed they can bring it out on set and make sure it doesn't get misplaced after its use that day.

C. Stage Hand-if some of the shots are being done on a sound stage then someone needs to be responsible for making sure the flats are up and built and ready to go for the shoot. They work with the producer to make sure a time is scheduled to build and break the flats down so that everything is ready when the rest of the crew shows up on set. They should also be on hand while shooting on the sound stage in case there are any repairs that need to be made on the spot.

D. Set designer- They are responsible for working with the director on the looks of whatever location they are shooting at. This applies to both sound stages and on location shooting. Ie should there be holiday decorations since it's around holiday time should it be a messy bedroom or a neat one. They then will work on dressing the set

before shooting begins to make it look right. This may involve some collaboration with the prop manager if some extra things are needed such as holiday decorations.

III. Camera

A. Director of Photography(DP)-This person works very closely with the director going over storyboards and what the look of the film should be. They are the ones who set up the shots so they discuss what the director wants and offer their input. Such as what gels to use and lighting schemes that would look good. When on set they are the one who sets up the shot while the director is working with the actors. They direct the lighting crew. They should also be aware of the strengths and weaknesses of the film stock being used or digital video as well as the camera's capabilities.

B. Camera Person-this person may double as the DP if necessary. They are responsible for the actual acquiring of the shot needed. They are the one who actually controls the camera. They also need to know how to load and build a camera if that is required. They should be very knowledgeable of what camera and film stock they are using. As well as have training for it.

C. Camera Assistant-there can be more then one camera assistant depending on how complicated a film it is. They will change the slate for each shot and separate take and are responsible for making sure it stays accurate. They also take down the camera notes. They are also the ones who help the camera person do the measurements. They may also be required on the shoot to build the camera so they should be well verse in whatever camera they will be working with so training will be required as well.

D. Lighting or Grip-this person works closely with the DP and Assistant Director Although it is more the DP and director that decide the lighting schemes the lighting person can also make suggestions. However they are mostly there to see what kind of lighting will be required on the set for each shot that way they know what kind and how many lights they will need and have an idea of how to set it up once on location for the shoot. They should also check with the location scout/manager to see what kind of wattage is available. Once on set they work with the DP once again setting up the lights in order to make sure the shot is what the director wants. They should also be well trained in lighting techniques as well as safety.

IV. Sound-

A. DAT Operator-this person is responsible for getting the sound for the director. They control the DAT machine to make sure the sound comes out good. The director on set will go to them to see if the sound was good since the DAT operator is the only one who will know that. They are also responsible for taking the sound notes. They should be fully trained on the DAT machine.

B. Boom Operator- this person is responsible for actually holding the microphone in order to pick up the sound on the shoot. They need to work with the DAT operator to make sure they get good sounds as well as the Camera person to keep the microphone out of the frame.

V. Production

A. Special Effects-This person needs to be knowledgeable on special effect. They are needed if there are any special effects in the film. Such as explosions or blood spurting. They are responsible for the planning and execution of the effect(s). They work with the director to discuss what kind of effect the director wants and then they make sure each department is aware of anything that will need to be done for the safe and successful execution of the effect(s).

B. Continuity Supervisor or Script Supervisor-this person is on set with a copy of the script making sure that there are no embarrassing gaffes that occur such as a mug suddenly moving to the other side of the desk. They keep logs of what is in each scene each time it is shot in order to maintain continuity. They also will call out a line if an actor is flubbing.

C. Production Caterer-This person is in charge of supplying all the food and drink for the cast and crew on the shoots. They need to be aware that they can have enough food to meet everyone's needs and make sure that there also are snacks and drinks for people during down time.

D. Assistant Director-They assist the director in keeping control of the set and everyone on task when actual shooting begins. They usually make the calls as well for quiet on the set. They also work with the director on the design of his storyboards.

E. Production Manager- This person is responsible for making sure everything goes smoothly while shooting. They need to make sure they have enough vehicles to get the equipment and crew to the set as well as making sure meals are on time. As well as making sure there won't be any interruptions for the crew.

F. Production Assistant(s)-This is the catch all entry level position. Great for people who have never been on a film shoot. These people will block off people from walking in front of the shot, be a gofer for the different departments, ect.

VI. Post-Production

A. Editor- This is the person responsible for editing together all the footage shot. They will sit down with the director to edit together everything to make it look like the director's vision. It is their responsibility to make sure the project stays on the computer and schedule times to come in to work on the piece and make sure it is untouched by anyone while working on it. They are also responsible for making sure it does not get deleted. All of this is done by communicating with the executive board. If film was used they should also sit down with the director when the film is processed. The editor, director, and producer review the finished product and when they are all agreed they arrange for it to be taken off the computer and give it to the executive board of Cinema Workshop.

B. Composer- This person is needed if original music is going to be used in the film either as a score or simply as a song in the film. This person is brought in to look at the film and works with the director on what kind of music they want to go along with the product. They should probably meet with the director before actual shooting begins to start talking about the different types of music to use.

VII. The People in Charge

A. Director-This person is in charge of the overall look of the film. They meet with each department to work with them on what they need to produce to achieve the director's vision. They take input from all the crew members and incorporate it into their own ideas. They are the chief collaborator. They should draw up storyboards to go over with the DP as well as camera set ups that should also be gone over with the DP, Camera Person, and Assistant Camera(s). They are consulted in all matters and sit with the editor after the film is shot to advise the editor on what they want each scene to look like. Their chief responsibility on set is to work with the actors to make sure they give the performance the director is looking for. They should also rehearse with the actors before the shoot and then watch their performances while on set.

B. Producer-In charge of everybody. They are responsible for assembling the crew and getting their contact info. They are responsible for holding regular production meetings and overseeing them. They should be keeping tabs on each department's progress in between meetings and be handling any problems that arise. They make sure each person including the director is doing their job and is on schedule for shooting. They should do the breakdown sheets immediately for the film. They then use the break down sheets to design a budget and propose it to the executive board of Cinema Workshop for approval. They also decide with the director and DP how much footage will be needed and they order film stock or DV tape as well as DAT tape and schedule the crew to check out equipment. They are also responsible for designing with the director, DP and camera person a shooting schedule that breaks down the scenes needed to be shot each day and how long each one will take. On set they hold the crew to that schedule. In post production they are brought in from time to time as a consultant on how the editing is going. They are also responsible for making sure the director and editor are working together and are at a good pace on completing the film and be kept posted on the progress.