

## **Pre-Production Guidelines**

### **Pitch Process:**

1. Fill out a pitch form and submit it in the “completed” folder or hand to any Executive Board member. NOTE: Pitch forms here be also found in folder on CW bulletin board outside room 44 in Bozorth hall.
2. The Executive Board will review your pitch form. There are two types of pitches:
  - a. Type A: Requiring funding, equipment, and all CW Resources.
  - b. Type B: Requiring limited equipment (determined by the discretion of the E-board) and no Cinema Workshop funding.
3. E-board will set up a private meeting with the writer once the pitch form is reviewed to deal with any concerns or recommendations.
  - a. Type A: E-board will determine a date for the writer to pitch to general club.
  - b. Type B: Eboard will anonymously vote upon the pitch by majority: Ties will be broken by the President. (Type B does not require approval by general club.)
    - Pitch form folder will be located on the Cinema Workshop editing suite door and available to download on the CW website.
    - Unless planning on remaining strictly a writer, must be an official CW member in order to pitch. Everyone pitching a Type B film must be a CW member.

### **General Meeting Pitch Requirements & Procedure: (Only Needed for Type A)**

1. At least one physical copy of the script per speaking part, or digital copy to be presented before the entire club.
2. A short (one paragraph) synopsis of the film.
3. Following the script presentation, the writer will field any questions the club has on the script.
4. Anonymous ballots will be distributed to members. Members either vote “Green Light” or “Needs Work” with constructive criticism required in order for a vote to count.
5. The Secretary collects and counts all ballots. Decisions are based on majority rule, with ties being broken by the President.
  - Eboard can overturn a decision based on the 2/3rds rule.
6. Writers will be notified of the decision immediately following the meeting and given the ballots for feedback.
7. All pitches not approved can be re-pitched at a later time following the same procedure.

### **Crew Selection Process:**

1. If the writer of an approved project is a CW member he or she has the option to Director and/or Producer, or simply remain a writer. If remaining as just a writer, that person must choose a Director and Producer.
  - All Directors and Producers must be CW members.
2. Remaining crew will be chosen by the Director and Producer through sign up sheets at general meetings and notifications on the CW website and email list server. Required positions on crew:
  - a. Director of Photography
  - b. Camera Operator
  - c. Sound Operator
  - d. Editor
  - e. Remaining positions added as seen fit by Director and Producer
  - Type B film required crew positions are at the discretion of the writer.
3. Following (Type A) crew selections, Directors and Producers begin pre-production, which includes: storyboards, scene breakdowns, shooting schedules, prop lists, budget outlines, etc.
4. The Executive Board will act as the Executive Producer on every project, holding the right to monitor and check with Directors and Producers at any time. The E-Board will use their best judgment to ensure the completion of all (Type A & B) projects.