

## Pre-Production: Scheduling

### Classes

Project Schedules should avoid conflicts with classes that cast or crew may be in. Missing class for a shoot is an unexcused absence. In emergencies, contact your Executive Producer.

Production schedules must be carefully constructed. Student shoots can usually accommodate 2-3 pages (15 -20 setups) per day. Remember: people get slower as they get tired.

### Turnaround

Talent and crew must be given at least **twelve hours turnaround**, from the wrap of one day's shooting until the call time of the next day's shoot.

### Shoot Days

For local shoots, plan **10-hour shoot days (+ lunch)** from crew call to end of wrap (last person has left the set).

- With EP approval, a local shoot day may be extended to twelve hours (including lunch).
- If shoot days go overtime, penalties will be incurred, 2<sup>nd</sup> meals must be served at the 12-hour mark, and the next day's call time will be pushed back.
- Turnaround times must be followed.

For distant shoots (*shoots requiring travel and overnight lodging for all cast and crew*), plan **12-hour shoot days (including lunch)**.

- Distant shoot days may not be extended at all.
- Turnaround times must be followed.

Type of Shoot	Normal Shoot Day	Extended shoot day (With EP approval)
Local	10 (+ lunch)	12 (including lunch)
Distant	12 (including lunch)	N/A

Regent University Production Manual  
Fall 2019-Summer 2020

**Overtime Fines**

Any shoot that goes over the EP-approved schedule will be fined as follows:

1 <sup>st</sup> Hour Overtime Fine:	\$150.00
Hourly Overtime Fine:	\$50.00

(**Ex:** A film goes 1 hour 15 minutes overtime. The producer and director will be fined \$200, total: \$150 *for any part of the 1<sup>st</sup> hour*, and \$50 *for any part of the 2<sup>nd</sup> hour*—and so on.)

Fines will be assessed by the EP, and will be attached to the Producer's and Director's student accounts via the business office.

**Prep and Wrap Days**

Production schedules must include prep days and wrap days. It takes a day to check out and a day to return equipment. Do not plan to shoot on a check out or return day!