IJP Production Guide

This toolkit is designed to introduce our clients to the film production process, providing an overview of the various stages of running a film project.

At IJP we aim to make the process of making a film as smooth and enjoyable as possible. We believe in working collaboratively with clients to ensure that the finished film fulfils the project brief and does the job you need it to do.

Initial Consultation

Based on an initial meeting with IJP's senior team we will provide a bespoke project treatment and budget that is tailored to the individual requirements of the brief. Once agreed with the client, the project is assigned a Producer/Director who will take on the day to day organisation of the project, supported by IJP's production team and overseen by the Executive Producer. The process is broken down into three areas: pre-production, production and post-production.

Pre-production

During this stage the Producer/Director will research the project and write a script which sets out the content of the film and how the visual elements will support this. They will produce a production schedule with the production manager and organise details of all filming days. This involves:

- Sourcing and confirming all contributors – those people who will be filmed for the project.
- Booking and confirming all crew – everyone who will be working on the production.
- Recce locations – pre-visits to shoot locations to establish whether they are suitable for filming; at this time a decision will be taken on whether there is enough space for crew and equipment, adequate lighting and power, whether there is any interfering external noise or risk of public interference.
- Obtaining filming permissions – filming permission is legally required for most public locations. In many cases this will mean applying to the council filming offices and local police.

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- Booking and confirming all equipment – depending on the planned locations special lights, cameras, microphones or tracks may be required.
- Completing risk assessments – this is a detailed legal document where the shoot is assessed, all potential hazards identified and subsequent controls put in place. This can range from filming in vehicles to securing trailing camera cables.
- Producing a call sheet – a detailed document for the shoot days containing all the information that may be needed for that day. This includes a broken down timeline schedule of the day, all contact details, location addresses, directions, where to park, copies of all legal details and the nearest places to go in an emergency.

Production

During filming, IJP typically uses small, mobile filming teams of 2-4 people with broadcast-quality HD camera equipment. As well as the main business of filming, IJP will also ensure that:

- Release forms are completed. These are legal contracts that need to be signed by anyone on film giving their permission for the footage to be used. They also highlight who owns the copyright to the material.
- Each roll of tape that is used (rushes) is allocated a unique number which will be used during the final post-production stage.

Post-Production

This is final stage where the film is put together. It involves:

- Logging Shots – the rushes are viewed and the director makes a note of the shots to be used in the final film.
- Digitising – the footage on the tapes are then transferred to edit machine.
- Offline – the initial stage of the edit where the footage is bolted together and music, graphics and voice-overs added. At this stage the client will be invited to view the film and give feedback. Editing is a layered process and at this stage the pictures, sound and graphics are all still sitting on separate layers on the editing machine so changes can be made. After this, changes cannot be made without incurring additional costs.
- Online and dub – the online and dub are the final finessing of the film and are required to make a film broadcast quality. It's the stage where all the colour tones are evened out, special effects added, sound levels equalised. The process involves compressing everything into one layer to produce the master in whichever format the client requires.

Delivery

IJP will arrange for the completed film to be delivered to the client. We provide 10 DVD copies of the film with designed and printed faces and a web file free of charge.

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