**Script Breakdown**

Breaking down the script is key before any scheduling and budgeting can take place. Although you will not be dealing with any budgeting issues, you will definitely need to provide a decent breakdown of your film script.

Traditionally the Production Manager does this**.**

The task is very detailed and needs to be done by someone who has an eye for detail and cares; this is not something that can be rushed through.

**What needs to be done and how it works**

Firstly you go through the script and underline every element. You may wish to use different colour pens, for actors, props, costume etc.

Then you make a list for each scene what is needed. You need to also state whether each scene interior or exterior; day or night.

This information will help you schedule your productions and make sure you are maximising your time.

**Prop list**

This is a list of all the props needed. By the side you need to identify how they will be sourced. Don’t trust in ‘he said…’ and ‘she said…’ it gets messy and doesn’t help when on your shoot day the vital umbrella is not there.

**Call Sheet**

Once you have broken down your script and ordered the shots to make sense in terms of location, day/night, actor availability you can compile a call sheet. This is a clear document underlying when every member of the cast and crew are needed and where. Directions are also given if the location is off campus. Never assume people know where places are.

Make sure there are relevant contact numbers on the sheet in case some needs to be contacted.

**Contact List**

Obvious but worth mentioning: so important to have all contact information on a list, and the relevant people have the relevant information.

For more information on this see BLACKBOARD where there is a an chapter on scheduling and examples of necessary paperwork