
Professional Certificate in Film Production Management

Film Production Planning

Above the Line refers to the creative team and key personnel involved in film production, including the director, producer, and main cast. This term is used to distinguish between the creative and technical aspects of film production. Above the line personnel are responsible for the artistic and creative decisions, while below the line personnel handle the technical and logistical aspects.

Accounting refers to the financial management and record-keeping of film production, including budgeting, cost tracking, and expense reporting. Accurate accounting is essential for film production, as it helps to track expenses, manage budgets, and ensure the financial viability of the project.

Adaptation refers to the process of converting a literary work, such as a novel or play, into a screenplay for film production. Adaptation requires a deep understanding of the original material, as well as the ability to translate it into a visual and cinematic language.

Aerial Photography refers to the use of aircraft or drones to capture footage from the air. Aerial photography is often used to establish location, show movement, and add visual interest to a scene.

Agent refers to a representative who negotiates on behalf of a client, such as an actor or writer, to secure employment or contracts in the film industry. Agents play a crucial role in advancing the careers of their clients.

Animatic refers to a pre-visualized version of a scene or sequence, created using storyboards and temp music. Animatics are used to test the pacing and timing of a scene, and to make any necessary changes before principal photography begins.

Art Department refers to the team responsible for creating and managing the visual elements of a film, including sets, props, and costumes. The art department plays a crucial role in establishing the look and feel of a film.

Assistant Director refers to a member of the production team who assists the director in planning and executing the shoot. The assistant director is responsible for coordinating the schedule, managing the crew, and ensuring that the shoot runs smoothly.

Audio refers to the sound elements of a film, including dialogue, music, and sound effects. Audio is a critical component of film production, as it helps to create a believable and immersive experience for the audience.

Below the Line refers to the technical and logistical aspects of film production, including equipment, crew, and facilities. Below the line personnel are responsible for the physical production of the film, while above

the line personnel handle the creative and artistic aspects.

Block refers to a segment of a film script that is self-contained and can be shot as a single unit. Blocks are often used to organize the shoot and to ensure that all necessary coverage is obtained.

Boom Operator refers to a member of the sound team who operates the boom microphone, which is used to capture high-quality dialogue and sound effects.

Budget refers to the financial plan for a film, including estimates for costs, revenue, and profit. A budget is essential for film production, as it helps to manage expenses, allocate resources, and ensure the financial viability of the project.

Call Sheet refers to a document that outlines the schedule and details for a particular day of shooting. The call sheet includes information such as call times, locations, and crew contact information.

Camera refers to the equipment used to capture the visual elements of a film, including images and footage. Cameras can be film or digital, and are operated by a camera crew.

Casting refers to the process of selecting actors to play roles in a film. Casting is a critical aspect of film production, as it helps to bring the story to life and to create a believable and engaging experience for the audience.

Cinematographer refers to the person responsible for capturing the visual elements of a film, including lighting, camera angles, and composition. The cinematographer works closely with the director to create a visual style and to bring the story to life.

Color Grading refers to the process of enhancing and correcting the color of a film, including contrast, brightness, and saturation. Color grading is used to create a consistent look and to enhance the mood and atmosphere of a scene.

Continuity refers to the process of maintaining consistency in the appearance and behavior of characters and objects throughout a film. Continuity is essential for creating a believable and immersive experience for the audience.

Costume Design refers to the process of creating and managing the costumes for a film, including research, design, and construction. Costume design is a critical aspect of film production, as it helps to establish the period and setting of the story, and to create a believable and engaging experience for the audience.

Coverage refers to the process of capturing multiple angles and shots of a scene, in order to provide the editor with a range of options for assembling the final cut. Coverage is essential for creating a polished and professional final product.

Craft Services refers to the team responsible for providing food, beverages, and other essentials to the cast

and crew during filming. Craft services play a critical role in maintaining the health and welfare of the cast and crew, and in ensuring that the shoot runs smoothly.

Crew refers to the team of people who work together to produce a film, including directors, producers, camera operators, and other support staff. The crew is responsible for bringing the story to life, and for creating a believable and engaging experience for the audience.

Dialogue refers to the spoken words of characters in a film, including conversations, monologues, and narration. Dialogue is a critical component of film production, as it helps to advance the plot, to develop characters, and to create a believable and immersive experience for the audience.

Director refers to the person responsible for interpreting the script and for guiding the cast and crew in the production of a film. The director is responsible for bringing the story to life, and for creating a believable and engaging experience for the audience.

Distribution refers to the process of releasing a film to the public, including theatrical releases, home video, and streaming. Distribution is a critical aspect of film production, as it helps to reach a wide audience and to generate revenue.

Editing refers to the process of assembling the footage and sound elements of a film into a coherent and engaging narrative. Editing is a critical component of film production, as it helps to shape the story, to create a believable and immersive experience for the audience, and to enhance the emotional impact of the film.

Equipment refers to the tools and machinery used to capture and produce a film, including cameras, lights, and sound equipment. Equipment is a critical component of film production, as it helps to capture high-quality footage and to create a believable and engaging experience for the audience.

Film Stock refers to the physical material used to capture and store film footage, including film reels and digital storage devices. Film stock is a critical component of film production, as it helps to capture high-quality footage and to create a believable and engaging experience for the audience.

Final Cut refers to the completed and edited version of a film, including sound and music. The final cut is the last stage of film production, and is the version of the film that is released to the public.

Floor Plan refers to a diagram of the layout of a set, including the position of cameras, lights, and other equipment. Floor plans are used to plan and coordinate the shoot, and to ensure that all necessary coverage is obtained.

Gaffer refers to the head of the electrical department, responsible for coordinating the lighting and power needs of the production. The gaffer plays a critical role in creating the visual style and mood of the film.

Green Screen refers to a special effect technique used to replace the background of a scene with a different

image or video. Green screen is often used to create fantasy or science fiction worlds, and to add visual interest to a scene.

Hair and Makeup refers to the team responsible for creating and managing the hair and makeup for the cast, including design, application, and maintenance. Hair and makeup are critical components of film production, as they help to establish the period and setting of the story, and to create a believable and engaging experience for the audience.

Location refers to the place where a film is shot, including exteriors and interiors. Locations can be real or constructed, and are often used to establish the setting and mood of a scene.

Marketing refers to the process of promoting a film to the public, including trailers, posters, and advertising. Marketing is a critical aspect of film production, as it helps to generate interest and excitement for the film, and to attract a wide audience.

Narrative refers to the story or plot of a film, including the characters, conflict, and resolution. The narrative is the heart of a film, and is what drives the story forward and engages the audience.

Post-Production refers to the stage of film production that follows principal photography, including editing, sound design, and visual effects. Post-production is a critical component of film production, as it helps to shape the story, to create a believable and immersive experience for the audience, and to enhance the emotional impact of the film.

Pre-Production refers to the stage of film production that precedes principal photography, including scripting, casting, and location scouting. Pre-production is a critical component of film production, as it helps to plan and prepare for the shoot, and to ensure that all necessary elements are in place.

Producer refers to the person responsible for overseeing the production of a film, including budgeting, scheduling, and hiring crew and cast. The producer plays a critical role in ensuring that the film is completed on time and within budget.

Production Design refers to the process of creating and managing the visual elements of a film, including sets, props, and costumes. Production design is a critical component of film production, as it helps to establish the period and setting of the story, and to create a believable and engaging experience for the audience.

Prop refers to an object used by an actor in a scene, including weapons, furniture, and personal items. Props are used to add realism and detail to a scene, and to help the actor to get into character.

Rehearsal refers to a practice or run-through of a scene or sequence, used to refine the performance and to make any necessary adjustments before principal photography begins.

Screenplay refers to the script or story of a film, including dialogue, stage directions, and character

descriptions. The screenplay is the foundation of a film, and is used to guide the production and to bring the story to life.

Set refers to the physical location where a film is shot, including interiors and exteriors. Sets can be real or constructed, and are often used to establish the setting and mood of a scene.

Sound Design refers to the process of creating and managing the sound elements of a film, including music, sound effects, and dialogue. Sound design is a critical component of film production, as it helps to create a believable and immersive experience for the audience, and to enhance the emotional impact of the film.

Special Effects refers to the techniques used to create visual effects that are not possible to achieve with live-action filming, including computer-generated imagery and practical effects. Special effects are used to add visual interest and excitement to a scene, and to enhance the story and characters.

Storyboard refers to a visual representation of a film, including sketches or images of each scene or sequence. Storyboards are used to plan and coordinate the shoot, and to ensure that all necessary coverage is obtained.

Stunt refers to a physical action or sequence that is performed by a stunt performer or actor, including fighting, driving, and stunts. Stunts are used to add action and excitement to a scene, and to enhance the story and characters.

Talent refers to the actors and performers who appear in a film, including lead actors, supporting actors, and extras. Talent is a critical component of film production, as it helps to bring the story to life and to create a believable and engaging experience for the audience.

Visual Effects refers to the techniques used to create visual effects that are not possible to achieve with live-action filming, including computer-generated imagery and practical effects. Visual effects are used to add visual interest and excitement to a scene, and to enhance the story and characters.

Wardrobe refers to the clothing and costumes worn by the actors in a film, including period clothing and specialized costumes. Wardrobe is a critical component of film production, as it helps to establish the period and setting of the story, and to create a believable and engaging experience for the audience.