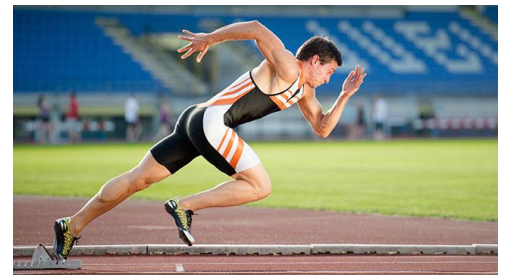


Mood board

- 1. Mind map**
- 2. Developing ideas**
- 3. Proposal**
- 4. Structure of documentary**
- 5. Focus group**
- 6. Production Schedule**
- 7. Storyboard**
- 8. Personnel/ roles/ cast members**
- 9. Identification/ contact information**
- 10. Shot list and shot log**
- 11. Call sheet**
- 12. Rehearsals**
- 13. Dub chart**
- 14. Sound report**
- 15. Consent to property**
- 16. Contingency plan & Risk assessment**
- 17. Visual script**
- 18. Screenplay**
- 19. Props**
- 20. Editing Workflow**

Mood board



List of things in the mood board

- Sports
- Athletes
- Travel
- Student
- Working man in office

Actor profiling

Main Cast

Name	Age	Ethnicity	Email address	Phone number	Living area	Contact person	Character name
Ipsita Narula	18	Indian	16narul@kgv.hk	94137942	Sai Kung		Interview 1
Avinash Dashingani	18	Indian	16avi@kgv.hk	51306808	Whampoa		Subject 2
Bhavik Malkani	17	Indian	16mali@kgv.hk	66437092	Central		Interview 2
Theodore Waters	17	Half	16waters@kgv.hk	91635990	Sai Kung		Interview 3
Kellen Osborne	18	Half	16kel@kgv.hk		Sai Kung		Interview 4
Nathan Chan	18	Chinese	16sadas@kgv.hk	92248292	Ho Man Tin		Subject 3
Cherie Chan	17	Chinese	16chan@kgv.hk	60515779	?		Interview 4
Rocky Choi	17	Chinese	ROckychoi@gmail.com	60515779	?		Subject 1

Work flow sheet

No.1	Tasks
1	Mood board/ developing ideas

	Mind map
2	Treatment/ proposal
3	Location scouting
4	Gathering actors and asking their permission
5	Sound design plan
6	Storyboard
7	Shot List
8	Shooting schedule
9	Daily call sheet
10	Edit decision list
11	Permission

Extract of Production schedule

March

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3	4
				-			
	5	6	7	8	9	10	11
1	12	13	14	15	16th	17th	18th
					- Ask actors for permission - Ask Ipsita to location scout her apartment - Think of Locations to choose from	- Ask permission for actors - Storyboard - Equipment - Props?	- Moodboard - Mind Map - Developing Ideas - Proposal - Production Schedule

2	19th	20th	21st	22nd	23rd	24th	25th
	- Ask permission for actors - Location Scouting - Equipment - Props? - Production Schedule	-No lesson -Finalise actors -Location scouting - Planning Props Production Schedule	Identification/contact information	- Storyboard - Shot list - Screenplay?	- Budget - Props	- Dubchart - Sound Report -	- Contingency Plan - ScreenPlay
3	26th	27th	28th	29th	30th	31st	1st April
		No lesson	Risk assessment Consent to property	Shot list- Half Day Risk assessment Contingency plan	- Easter start	- Rehearsal	
4	2nd	3rd	4th	5th	6th	7th	8th
		No lesson		Editing Workflow		Change locations and change plans	Location scouting Green screen room
5	9th	10th	12th	13th	14th	15th	16th
	Location scouting write up		Filming	- End of easter		First Draft	
	17th	18th	19th	20th	21st	22nd	23rd
No lesson	Filming in the green screen room	Filming in the screen room	Filming in the Green screen room	Editing Utrakeying	Editing Ultra Keying	Editing	Editing
	24th	25th	26th	27th	28	29	30
			Editing				
	Editing	REfilming		Re filming	Editing	Editing	Re filming
	1	2	3	4	5	6	7
	Editing	Editing	Refilming	Editing	Editing	Editing	Editing
	8	9	10				
	Refilming	Editing	Final deadline				
	Weeks of Holiday						
	Mr spashett Lessons						

Possible filming dates							
Days of Holiday							

Structure of documentary

Task completion

Highlights

Yes	
No	
In progress	

List

Things to do	Complete?
Filming	
Gathering Actors/	
Booking	
Test shot	
Time schedule	
Editing Workflow	
Asking actors permission	
Equipment list	
Props	
Shot list	
Budget	
Proposal	
Mind map	
Contingency Plan/ Risk assessment	

Storyboard	
Consent for property	
Dubchart	
Location Scouting	

Evidence

Use of property

← Reply ← Reply all → Forward Archive Delete Set flag ...

Re: Permission to film a student documentary at Beas River Country Club & specifically Nathan Chan

RICHARDSON, Laura <laura.richardson@hkjc.org.hk>
28/4/2018 1:38 PM

To: Martin Ma

Dear Martin,
Thank you for your email and for explaining your project to me. I am happy for you to film **Nathan** based on the control measures you have described below.
Wish you all the best for a successful outcome.
Laura

Sent from my iPhone

On 27 Apr 2018, at 19:07, Martin Ma <16mam1@kgv.hk> wrote:

Dear Ms Richardson,

My name is Martin Ma and I am currently a student in King George V school. If you may not recall, I did happen to meet you at Beas River Country Club a few weeks ago.
My reason for writing this email is so I could request permission to film in the Beas River Country Club and specifically to film **Nathaniel** Chan's horse riding practices or tournaments.

I am film student that is currently making a documentary based on the struggles of being a person with a passion for sports while having some other from of occupation. I particularly want to film **Nathan** Chans life as a horse rider, and to do so, it requires me to film **Nathan** training at Beas River Country Club.

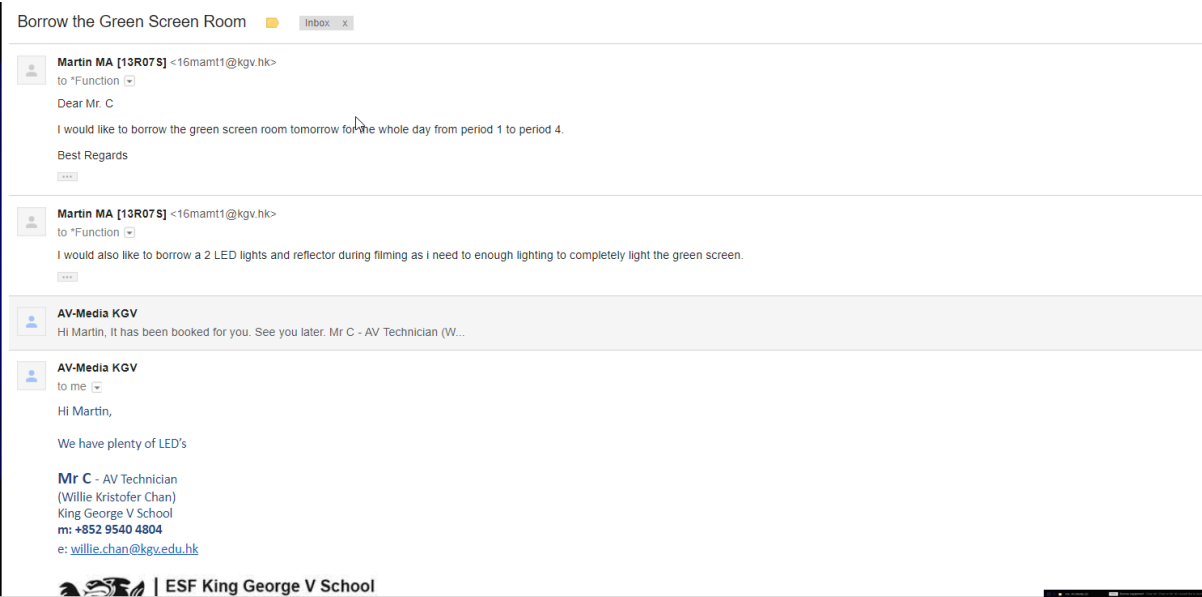
Parts of property that I plan to film if I do have permission would be

- Stables
- Training grounds
- Canteen
- Locker room

Although my main priority is to film **Nathan**, there will be situations where I don't have a choice but to include parts of Beas River Country Club into the documentary to provide context to my audience.

I plan to record as much of his life in the Jockey Club such as how he prepares his equipment, where he goes to eat and

Use of equipment



Location scouting

Interview 1 (Rocky)

Location 1



Location	Office
Sound	- Computer typing

	<ul style="list-style-type: none"> - Conversations with co workers - Foot steps - Books - Printing - Aircon -
Lighting	<ul style="list-style-type: none"> - Ambient light from windows - Artificial light from head lights - Cold light -
Obstructions	<ul style="list-style-type: none"> - Office areas - Chairs - Cramped walk ways - Paper -
Problems	<ul style="list-style-type: none"> - Need to ask permission to film people - Tripping on wires
Health and safety	<ul style="list-style-type: none"> - Make sure that
Budget Projections	No need

Location 2 Office



Location	Office
Sound	<ul style="list-style-type: none"> - Computer typing - Conversations with co workers - Foot steps - Books - Printing - Aircon -
Lighting	<ul style="list-style-type: none"> - Ambient light from windows - Artificial light from head lights - Cold light -
Obstructions	<ul style="list-style-type: none"> - Office areas - Chairs - Cramped walk ways - Paper -
Problems	<ul style="list-style-type: none"> - Need to ask permission to film people - Tripping on wires

Health and safety	- Make sure that
Budget Projections	No need

Location 3 Beas River Country Club



Location	Beas River Country Club
Light	<p>Advantages-</p> <ul style="list-style-type: none"> • Artificial lights • Able to get in ambient light from opening the curtains <p>Disadvantages-</p> <ul style="list-style-type: none"> • New advantages • Disadvantages •
Sound	<p>Advantages</p> <ul style="list-style-type: none"> • Barely any environmental sounds inside the room. <p>Disadvantages</p> <ul style="list-style-type: none"> - Too much ambient sound - Tress bustling <p>Sounds</p>

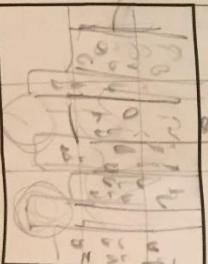
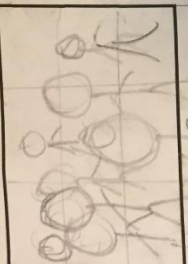


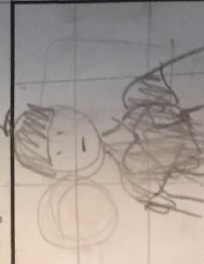
	<ul style="list-style-type: none"> - Cricket players - Talking - Running - Trees - Wind <p>Birds</p>
Obstructions	<ul style="list-style-type: none"> - Need to gain the coach or head manager of Beas River permission to film - Restricted areas
Problems	<ul style="list-style-type: none"> • Need to gain the coach or head manager of Beas River for permission to film • Too much ambient noise. • Cannot record the subjects voices clearly • Unable to film certain things
Health and safety	<ul style="list-style-type: none"> • The actors will be in a controlled area where they will be acting in a spacious area. This is to ensure no actor damages the equipment or damage furniture. • Actors are ensures that they stay hydrated
Budget projections	<ul style="list-style-type: none"> • Bus usually costs \$5-10 from Ho Man Tin to KCC • Taxi costs \$30

Location 4 KCC Cricket pitch



Location	KCC Cricket pitch
Light	<p>Advantages-</p> <ul style="list-style-type: none"> • Ambient light from the sun <p>Disadvantages-</p> <ul style="list-style-type: none"> • There are no artificial lights • Can sometimes be too sunny or shady • Cannot perfectly light up a persons face
Sound	<p>Advantages</p> <ul style="list-style-type: none"> • Barely any environmental sounds inside the room. <p>Disadvantages</p> <ul style="list-style-type: none"> - Too much ambient sound - Tress bustling <p>Sounds</p> <ul style="list-style-type: none"> - Cricket players - Talking - Running - Trees - Wind - Birds
Obstructions	<ul style="list-style-type: none"> - Need to gain the coach or head manager of KCC permission to film - Restricted areas -

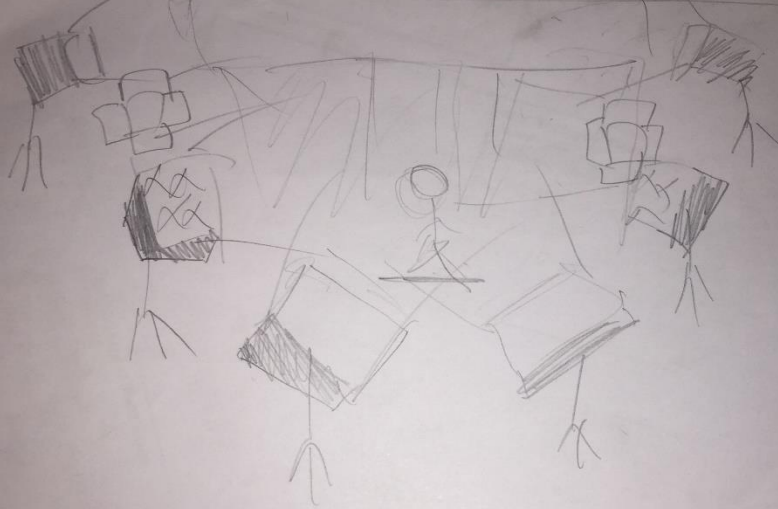
Problems	<ul style="list-style-type: none"> • Need to gain the coach or head manager of KCC permission to film • Too much ambient noise. • Cannot record the subjects voices clearly • Unable to film certain things
Health and safety	<ul style="list-style-type: none"> • The actors will be in a controlled area where they will be acting in a spacious area. This is to ensure no actor damages the equipment or damage furniture. • Actors will be ensured to stay hydrated outdoors at all times
Budget projections	<ul style="list-style-type: none"> • Bus usually costs \$5-10 from Ho Man Tin to KCC • Taxi costs \$30

STORYBOARD SHEET		
	Shot No./Type of Shot/Camera Movement Wide shot Low angle Slow motion	Dialogue - Sound ST script lines
	Shot No./Type of Shot/Camera Movement Wide shot Slow motion	Dialogue - Sound ST script lines
	Shot No./Type of Shot/Camera Movement Medium shot Slow motion Subject 1 Gym	Dialogue - Sound ST script lines
	Shot No./Type of Shot/Camera Movement Medium shot Slow motion Subject 2 cricket court	Dialogue - Sound ST script lines
	Shot No./Type of Shot/Camera Movement Medium shot Slow motion Subject 3 stables	Dialogue - Sound ST script lines

Lighting set up for interview

For interaction or reaction

Interview Setup?



Personnel

Subject	Name	Age	Phone Number	Living Place
Main character 1	Nathan Chan	18	+852 14347675	Ho Man tin
Main character 2	Rocky	35	+852 768456344	Netherlands
Main character 3	Avinash Dishingwani	18	+852 463464252	Whampoa
MC 1 interview (1)	Nathans Dad	40's	+852 4252343423	HO Man tin
Mc Interview(2)	Ingrid Ip	20's	+852 62352452	TST
MC 3 interview (1)	Avinash Friends	16-17	+852 26246422 23523411	Whampoa

Budgeting

Things	Cost	Uses
Transportation- Buses, Cars and trains	5-8 for bus 30-50 car 4-10 train	Every day
Borrowing equipment	Free	Everyday
Paying for venues	Free or \$200 per hour	Depending on the situation

Equipment list

Tools	Explanation
Canon 700D	Advantages <ul style="list-style-type: none">- Can switch lenses- Can change the exposure manually- Portable- Able to connect tripod on- 1080p 30fps max- Takes good photos- Decent shutter speed, iso and aperture settings- Easy to use system Disadvantages <ul style="list-style-type: none">- Heavy to carry- Requires carrying multiple lenses in a camera bag- Auto focus is not very accurate and slow- Switching in between lenses take a long time- Decent battery life
Sony A5 Digital Camera	Advantages <ul style="list-style-type: none">- Extremely light weight- Portable- Able to record at 1080p 50fps

	<ul style="list-style-type: none"> - Can switch lenses - Digital camera - Can connect to a tripod - Good for vlogging or documentary - Great auto focus - Easy to use digital system <p>Disadvantages</p> <ul style="list-style-type: none"> - Cannot record in 60 fps - No stabiliser - Decent battery life <p>Reason why it will help with my documentary</p> <ul style="list-style-type: none"> -
2 LED lights	<p>Advantages</p> <ul style="list-style-type: none"> - High voltage of light - Can change colours depending on filters? - Adjust the brightness settings - Portability - Light weight <p>Disadvantages</p> <ul style="list-style-type: none"> - Heavy if holding two or more LED lights including the batteries <p>Reasons</p>
Reflector	<p>Advantages</p> <ul style="list-style-type: none"> - Light weight - Portable - Easy to take out <p>Disadvantages</p> <ul style="list-style-type: none"> - Can be used effectively outdoors and indoors -
Tripod	<p>Advantages</p> <ul style="list-style-type: none"> - Portable - Medium weight - Adjustable height - Useful for still shots and - Able to pan or tilt the camera - Can be connected to most cameras - <p>Disadvantages</p>

	<ul style="list-style-type: none"> - Can be annoying to carry for a long period of time - Time consuming when adjusting the height or angle of the tripod - Need to hold the tripod by hand -
Monopod	<p>Advantages</p> <ul style="list-style-type: none"> - Portable - Light weight - Adjustable height - Useful when recording hand held shots - Stabilises camera for smoother handheld camera movements <p>Disadvantages</p> <ul style="list-style-type: none"> - Cannot smoothen camera movement 100% - Cannot be placed still like a tripod -
Sound recorder H2N or H4N	<p>Advantages</p> <ul style="list-style-type: none"> - Crystal Clear sounds - Can recive sound from al types of angles depending on the settings - Record in high quality WAV sound files - Able to connect it to your camera or other devices <p>Disadvantages</p> <ul style="list-style-type: none"> - Takes time to boot up the system - Usually used for recording interviews rather than recording outside or while walking with the recorder - Low battery life
SD Card	<p>Advantages</p> <p>Able to store up 64gb of video or audio files</p> <ul style="list-style-type: none"> - Extremely light weight - Portable - Can be used for most video, photography or audio technological device - Transfers files quickly <p>Disadvantages</p> <ul style="list-style-type: none"> - Too small that it could be lost

	<ul style="list-style-type: none"> - Sometimes it requires reformatting - Short term storage -
Portable Chargers and batteries	<p>Advantages</p> <ul style="list-style-type: none"> - Can help with recording - Keep electronic devices running <p>Disadvantages</p> <ul style="list-style-type: none"> - Medium weight - Carrying puts a burden on the weight of your equipment -
Adobe Premier Pro	<p>Advantages</p> <ul style="list-style-type: none"> - Complex editing programme <p>Disadvantages</p> <ul style="list-style-type: none"> - Too complex sometimes - Rendering is annoying
Dead Cat	<p>Advantages</p> <ul style="list-style-type: none"> - Cancels out noise and other environmental ambient sound such as wind or background noise <p>Disadvantages</p> <ul style="list-style-type: none"> - Needs to be put on a sound recorder and taken off later - Annoying because it's somewhat time consuming
RoadMic	<p>Advantages</p> <ul style="list-style-type: none"> - Can be added on a DSLR camera - Replaces the DSLR recording mic. This avoids editing separate audio files and video files together during post production - Light weight - Portable - <p>Disadvantages</p> <ul style="list-style-type: none"> - Cannot record people from a distance because it's connected to the camera - Unless you borrow a cable



Shots	Location	Angles	Shots	Duration	Successful	Camera movements?
1	Central	Mid angle	Wide	2	Yes	No
2	Mong Kok	Mid angle	Two shot	4	Yes	No
3	Central	Mid angle	Mid	3	Yes	No
4	Central	Low angle	Mid	4	Yes	No
5	Central	Mid angle	Close up	3	Yes	No
6	Sports ground	Mid angle	Wide shot	2	Yes	No
7	Sports ground	Mid angle Mid angle	Insert shot	3	Yes	No
8	Apartment Interview	Mid angle	Wide shot	3	Yes	No
9	Green screen room	Mid angle	Insert shot	4	Yes	Yes
1	Apartment Interview	Mid angle	Wide shot	5	Yes	No
11	Sports ground	Mid angle	Insert shot	10	Yes	No
12	Green screen room	Mid angle	Wide shot	12	Yes	No
13	Sports ground	Mid angle	Insert shot	15	Yes	Yes
14	Apartment Interview	Low angle	Wide shot	2	Yes	No

15	Apartment Interview	Mid angle	Insert shot	4	Yes	No
16	Sports ground	Mid angle	Wide shot	5	Yes	No
17	Sports ground	Mid angle	Mid shot	6	Yes	No
18	Sports ground	Mid angle	Wide	2	Yes	No
19	Sports ground	Mid angle	Wide shot	3	Yes	Yes
20	Sports ground	Low angle	Mid shot	4	Yes	No
21	Sports ground	Low angle	Wide	2	Yes	No
22	Sports ground	Mid angle	Wide shot	3	Yes	No
23	Apartment interview	Mid angle	Mid shot	5	Yes	No
24	Sports ground	Low angle	Wide	5	Yes	No
25	Apartment interview	Mid angle	Wide shot	5	Yes	No
26	Green screen room	Low angle	Mid shot	10	Yes	No
27	Apartment interview	Mid angle	Wide	7	Yes	No

28	Green screen room	Low angle	Wide Wide	8	Yes	No
29	Apartment interview	Mid angle	Mid	12	Yes	No
30	Mong Kok	Mid angle	Mid	10	Yes	No

Shot Log

No.	Take	Rating	Evaluation
1	3	2	Take 1 Re angle shot Take 2 Subject going out of frame

			Take 3 Focus need re adjusting Take 4
6	3	2	Take 1 Re angle shot Take 2 Subject going out of frame Take 3 Focus need re adjusting
12	2	2	Take 1 Re angle shot Take 2 Subject going out of frame
16	1	3	Take 1 Re angle shot
17	3	1	Take 1 Re angle shot Take 2 Subject going out of frame Take 3 Focus need re adjusting
20	2	2	Take 1 Subject going out of frame Take 2 Adjust focus
21	2	2	Take 1 Subject going out of frame Take 2 Adjust focus
22	2	2	Take 1 Subject going out of frame Take 2 Adjust focus
25	3	1	Take 1 Re angle shot Take 2 Subject going out of frame Take 3 Focus need re adjusting
27	3	1	Take 1 Re angle shot Take 2 Subject going out of frame Take 3 Focus need re adjusting

Extract of Dub chart when recording at Mong Kok

Shots	FX 1(soundtrack)	FX 2 Foot steps	FX 3 Other people talking	FX4 Subject speaking	Fx 5 Street lights	Fx 6 Vehicles	Fx 7
1							
2							
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35							

Risk assessment

Task	Location	Risk level	Hazards	How to prevent
Tripping on wires or equipment	Apartment	Medium	<ul style="list-style-type: none"> Injuries from tripping Damaging equipment in green screen room or camera equipment 	<ul style="list-style-type: none"> Organise wires properly Tape the wires on the ground with red tape Warn the actors before they enter the green screen room
Damaging furniture or equipment	Apartment/office	Medium	<ul style="list-style-type: none"> Damage equipment Bruises or injuries from hitting furniture or equipment 	<ul style="list-style-type: none"> Warn the actor to avoid the equipment or damage equipment
Getting actors to location	Everlocation	Low	<ul style="list-style-type: none"> Actors getting lost or aren't sure where to go Cannot go due to bad weather conditions 	<ul style="list-style-type: none"> Provide them with details on how to get to the location on text or calls. Provide a map to them Change schedule date of filming
Bad weather condition	Outside filming	Low	<ul style="list-style-type: none"> Cannot get to location due to bad weather 	<ul style="list-style-type: none"> Change schedule date of filming to a better day with good weather

Contingency Plan

Losing equipment	<p>If I do happen to forget or my equipment or lose it.</p> <ul style="list-style-type: none"> Change the dates of filming Look for my equipment
------------------	--

	<ul style="list-style-type: none"> - Contact all actors to postpone filming
Bad weather conditions	<p>I would contact all my actors and change the filming dates to another day. Another option would be finding another location or filming another part of my documentary that requires an interior location.</p> <ul style="list-style-type: none"> - Send an email or text message to all actors in advance and postpone it to another day.
Facilities	<p>If we can't use the facilities due to not having permission or being unable to film certain things in the facilities. I will find another location to film at or film at the same place on another day. It would be best to ask for permission to film in the facilities.</p>
People	<p>If by any chance the actor does not turn up on time, I will have to contact the actors about what seems to be the problem and their situation. I will contact them through text message or a call as it's the fastest way to communicate with my actor. Depending on how dire the situation is, I could postpone filming to a few minutes or hours prior to the schedule or</p>

	<p>change it to another day of filming.</p> <p>If the actor cannot come for filming due to an injury or an appointment, I may call a replacement to film as my actor for my documentary.</p>
Policies	<p>If cannot gain the permission from the owners of the facilities, I would find another location to film at or change the date of filming.</p> <ul style="list-style-type: none"> - Ask for permission through email or text
Running out of battery	<ul style="list-style-type: none"> - Buy extra batteries from nearby shops - Buy backup batteries beforehand - Postpone filming by sending a text or call to other actors - Change dates to another day

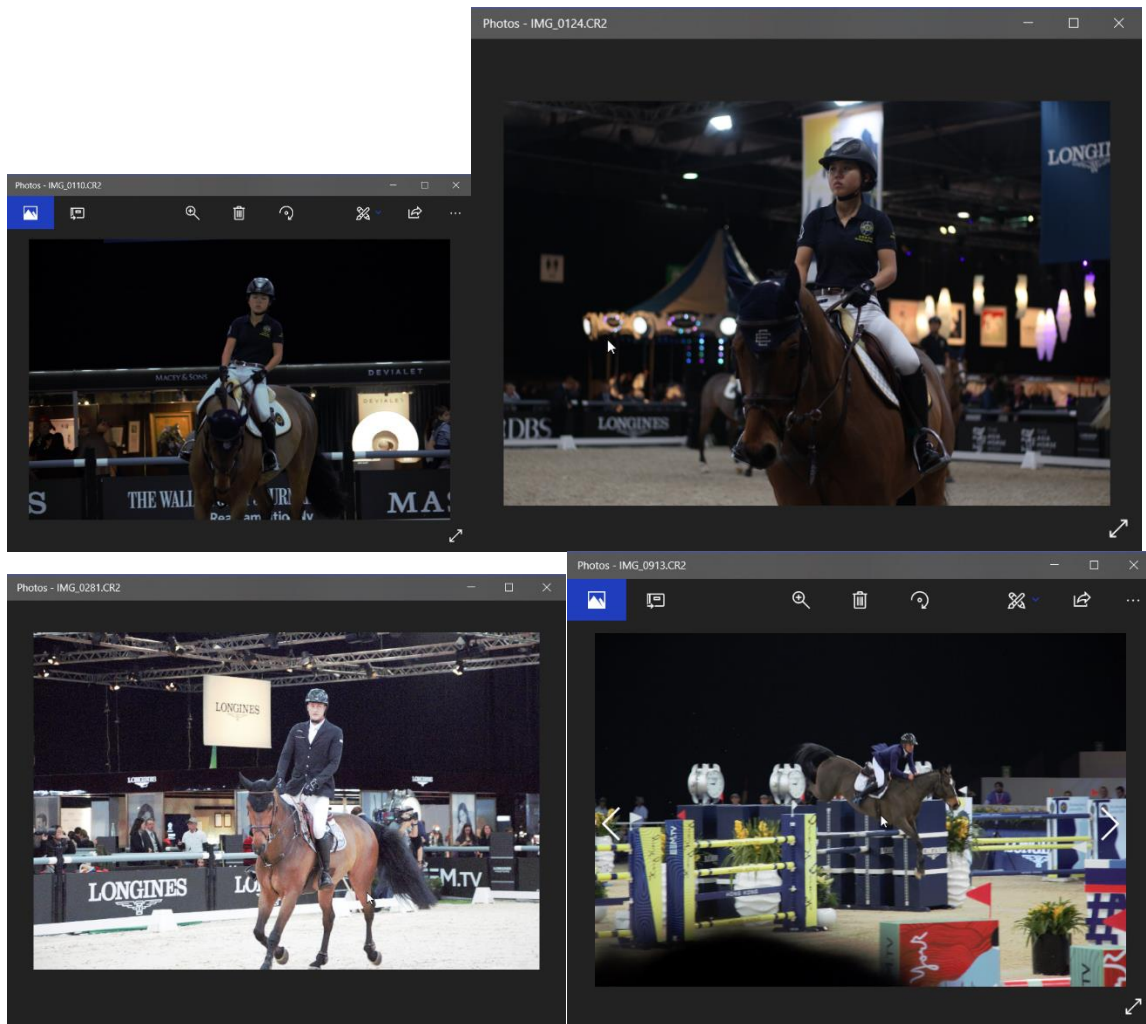
Rehearsal



I have rehearsed what I plan to say to the interviewer and have rehearsed it with the actors too. This ensures that.....

- Actors are more in tuned with their acting skills
- Less time consuming when filming the real interview
- Less mistakes between actors and filmmaker
- Everything proceeded more smoothly as everyone knew what to do.

Test shots



I decided to do some test shots

I have gone to the locations in advance to take a variety of camera angles and shots with different types of lenses. In addition, I have considered the way the subject will move and what frames are most suitable for the documentary. I have evaluated the most suitable shots to be.....

- 10mm- 18mm wide lens- Establish shots
- Low angle wide shot- Establish shots
- Mid angle Wide shot- Establish shots
- 50mm lens- Mid shots close up shots
- Low angle close up- Still shots on tripod
- 18-135mm lens- For general handheld shots
- 35mm mid angle mid shot- Mid shots
- 35mm mid angle wide shot- Mid shots
- 25mm low angle wide shot- wide shots

