

Production Management

October 17-21th, 2018 Belgrade

TRAINING AGENDA

Course tutor: Paul Munn

Day 1 – Wednesday, October 17 th , 2018	
9:30 – 10:00	Introduction of the course
10:00 – 11:30	Review of co-productions with foreign producers in Serbia Looking at the structure of foreign co-productions
11:30 – 11:45	Comfort/Coffee break
11:45 – 13:00	Why do foreign producers chose Serbia Serbian Tax Credits
13:00 – 14:00	Lunch break
14:00 – 15:30	Understanding the production lifecycle Review of all crew roles and responsibilities
15:30 – 15:45	Comfort/Coffee break
15:45 – 17:00	The role of the Production coordinator

Day 2 – Thursday, October 18 th , 2018	
09:30 – 10:00	Re-cap of Day One
10:00 – 11:30	Why a schedule comes before the budget Overview of Movie Magic Scheduling
11:30 – 11:45	Comfort break
11:45 – 13:00	Director & Producer Recces and what to look out for
13:00 – 14:00	Lunch break
14:00 – 15:30	Overview of Movie Magic Budgeting Breaking down a film Budget
15:30 – 15:45	Comfort break
15:45 – 17:00	Pre-Production Recce with HOD's What to look out for on a location from a PM's point of view

Day 3 – Friday, October 19 th , 2018	
09:30 – 12:00	Real film set simulation, and meeting with tasks of: • Producers and Director • The Line producer and Production Manager • The AD Department and locations • Makeup, Hair and Costume • Production Designer, Art Director and Props • Constructions • Drivers and Facilities • Armourer and SPFX (if practical) • Stunts (if practical)
12:00 – 12:30	Recap on what we have learned
12:30 – 13:00	Travel to production offices
13:00 – 14:00	Lunch break
14:00 – 16:00	Guest lecturer
16:00 – 17:00	Questions and Answers & any other matters

Day 4 – Saturday, October 20 th , 2018	
09:30 – 10:00	Re-cap of Day Three
10:00 – 11:30	Production Insurance Legal and contracts Completion Bond
11:30 – 11:45	Comfort break
11:45 – 13:00	Permits and procedures
13:00 – 14:00	Lunch break
14:00 – 15:30	Health and Safety Risk Assessments, Location and Studio
15:30 – 15:45	Comfort break
15:45 – 17:30	Stunts and Pyrotechnics

Day 5 – Sunday, October 21 th , 2018	
09:30 – 10:00	Recap on Day Four
10:00 – 11:30	Working with your Production Accountant and HOD's to get value for money out of the budget
11:30 – 11:45	Comfort break
11:45 – 13:00	Working with Cast and Contracting effectively SAG and its implications in Serbia
13:00 – 14:00	Lunch break
14:00 – 15:30	Managing spend, purchase orders and contracts Call Sheets and Progress reports
15:30 – 15:45	Comfort break
15:45 – 17:00	Cost Reporting to producers, funders and Completion Bond