

Production Management

October 17-21th, 2018 Belgrade

TRAINING AGENDA

Course tutor: Paul Munn

Day 1 – Wednesday, October 17th, 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 choose 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 The Digital Production Office

Day 2 – Thursday, October 18th, 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 19th, 2018	
09:30 – 10:00	Re-cap of Day Two
10:00 – 11:30	Production Insurance Legal and contracts Completion Bond
11:30 – 11:45	Comfort break
11:45 – 13:00	Daily Progress Reports Weekly Cost Reports 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 4 – Saturday, October 20th, 2018	
09.30 – 10.00	Re-cap on Day Three
10.00 – 11.30	Setting up production office, chain of command and working the team leadership
11.30 – 11.45	Comfort break
11.45 – 13:00	Managing production on set and in studio Guest Speaker - Đurđa Vitorović, Clockwork Film Production, production manager Guest speaker - Vladimir Kuba, Avala Studio business development manager, previously Barandov Studios
13:00 – 14:00	Lunch break
14.00 – 15.30	Managing project after the wrap through the post Making sure you don't "Fix it in post" Guest speaker - VFX supervisor
15.30 – 15.45	Comfort Break
15.45 – 17.00	Questions and Answers & any other matters and any guest speakers that could not arrive before this time.

Day 5 – Sunday, October 21th, 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 Petty Cash Call Sheets and the 2 nd AD
15:30 – 15:45	Comfort break
15:45 – 17:00	Review of the Course & Presentation of Certificates