

Questionnaire - Production Manager

TITLE OF PRODUCTION: Wagon Ride
SHOOT DATES: February 27 - February 28
YOUR NAME: Spencer Jarvis-Gaum
ROLE: Production Manager

PREP

Outline the week-by-week prep schedule you followed for your film. Must be very detailed schedule, and include all the stages of: Casting, location scouting, equipment booking, crewing, rehearsals, booking vehicles, tech survey, production meeting – and other items? With each category, indicate whether you did this too early, too late, or neglected aspects/details.

- Jan 10** - First meeting with Stefan (Director) , discussed crew, dates, script, creative needs, budget split, timeline. Also scouted Location #1 at York.
- Jan 11** - Began work on website, logo, media materials, gathered info for TUUS at York.
- Jan 19** - Prepped materials for Stefan for Crew Fair
- Jan 20**
- Stefan presented at Crew Fair. I wasn't there but supported him by prepping materials he needed.
 - Meeting with Stef & Nicole (1st AD)
- Jan 22:**
- First crew meeting. Discussed production design, schedule, departments, rehearsal needs, wardrobe, budget split
 - Submitted TUUS Application, emailed Tereza for her to send them verification & permission email
- Jan 26** - Booked location for audition + 3 rehearsal dates
- Jan 30, 31, Feb 1, Feb 2** - Weekend spent on Adrian's film. stefan PM'ed, i was 2nd AD/1st AC
- Feb 3** - Submitted ACTRA paperwork to get ACTRA #
- Feb 4** - Crew meeting. signed crew deal memos, schedule adjustments, budget distribution, remind crew about location scout friday, discussed camera choices and other stuff
- Feb 6:** BIG DAY: CastingWorkbook + 2 Scouts
- CastingWorkbook breakdowns submitted, reviewed, and posted
 - Paddywagon (police truck) scout
 - Location #2 scout
- Feb 9 - 13:** CASTING WEEK + TUUS stuff
- **Monday & Tuesday:** Stef reviews actor submissions, makes selections, i call agents, call out auditions, prep paperwork & forms,
 - **Wednesday:** Audition Day! Was there to do paperwork & read w actors. also went to ACTRA office, spoke with Gail Hauptert about stunt coordinating requirements & how to find a stunt coordinator
 - **Thursday:** stefan makes final selections and backup selections
 - **Friday:** i call back agents and actors with bookings, **2nd TUUS submission** for additional info. had previously confirmed with them that this date (2 weeks before shoot) would be enough time for them to process everything
- Feb 18, 19, 20:** REHEARSAL DAYS: The 3 rehearsal dates stef wanted to work with the actors. i wasn't there personally but supported stef by prepping him with everything he needed.
- Feb 24:** Meeting with stef.
- Feb 25:** full crew meeting. stef & gabe have meeting with cine prof afterward. gabe goes to SIM digital to learn C300 camera. i get groceries for craft.
- Feb 26:** pickup Stef, go to get U-HAUL pickup + associated complications. gabe (DOP) & stef (Director) continue to go do equipment pickups. i prep craft, make to do list for next day, prep paperwork, make location maps for nicole, money withdrawal to pay location, pack craft, and other day-before-shoot-stuff-that-needs-to-get done.

Casting, location scouting, equipment booking, crewing, rehearsals, booking vehicles, tech survey, production meetings were all arranged well in advance. Next time, I would place higher priority on finding crew faster and doing location scouting earlier.

When did you sign up your PC, DOP and 1st AD?

1st AD and DOP were attached from beginning. No PC.

What was division of labor between you and PC?

N/A - no PC.

What was the best thing you did in prep?

get the TUUS business figured out early, request deadline confirmations from them, visit their office in person + go to office in atkinson in person

What did you forget to do in prep?

nothing. for real!

PRODUCTION MANAGEMENT

What software did you use for scheduling, budgeting, script breakdowns?

pages (like Word), numbers (like Excel), photoshop, illustrator

What templates did you use?

Made own. Did reference official telefilm template for official budget codes.

Anything you should have done on the tech scout but didn't?

DOP forgot to check for power outlets. i arranged a 2nd scout for him to check.

Any specific insurance issues?

yes. unionville insurance (i.e. the CBG group) refused to issue certificate to cover picture vehicle (police truck), they simply refused to offer any coverage for it. had to start getting quotes from other insurance companies for picture vehicle coverage. potential alternative suggestions for future students: Front Row Insurance. in the end, convinced picture vehicle rental place to let us go without insurance for the police truck. there was no danger because it was completely stationary for the whole film. Also, next time i would call insurance after reading script and meeting with director - confirm they cover everything you will need or have in the film.

Equipment: list all places you sourced equipment other than York – names, addresses, contact info (including names) – describe in terms of helpfulness, support, any deals, any mishaps

U-Haul

What: Equipment truck

Location: Ghassanco Kitchen & Bath. *(3rd party U-Haul Location)* 190 Milvan Drive, Toronto, ON M9L 1Z9

Phone: 647-502-6525

DO NOT USE THIS LOCATION EVEN THOUGH IT'S CLOSE TO YORK. They only have 2-3 trucks and do not enforce scheduled pickups/dropoffs. We got there and the truck simply wasn't there even though i had a reservation and had previously double-confirmed availability. GO TO AN ACTUAL U-HAUL LOCATION like the one at 2753 Weston Rd. And if something like this happens, negotiate a price reduction by calling into their regional office.

YorkU Equipment Room

What: Camera, Sound, Lighting & Grip equipment.

Location: YorkU.

SIM Digital

What: Camera (Canon C300)

Location: 1 Atlantic Avenue, Suite 110, Toronto, ON, M6K 3E7

Phone: 416-979-9958

PS Production Services

What: Lighting and grip equip.

Location: 80 Commissioners Rd., Toronto, ON, M5A 1A8

Phone: 416-466-0037

Picture Vehicle Specialties Inc.

What: Picture car -police truck paddywagon.

Location: 50 Upton Rd., Scarborough, ON, M1L 2B8

Office Phone: 416-751-2223
Office (Heidi Bigl) Email: picturevehiclesoffice@gmail.com
Heidi Cell: 416-220-5229
Rob Hodder (Mechanic) Phone: 647-401-9148
Rob Hodder (Mechanic) Email: 647-401-9148

EXPLAIN THAT YOU ARE A STUDENT FILM. Was able to get price reduction from \$1000 plus tax to \$600 tax included.

Movie Armaments Group

What: Prop stunt baton & handcuffs.
Where: 55 Logan Avenue, Toronto, ON, M4M 2M9
Phone: 416-465-7376

Value Village

What: wardrobe & props - sweater, glassware
Location: 924 Queen Street East, Toronto, ON, M4M 1J5
Phone: 416-778-4818

Thunder Thighs Costumes LTD.

What: wardrobe - shirt, pants
Where: 16 Busy Street, Toronto, ON, M4M 1N8
Phone: 416-462-0621

Central Surplus and Nick's Sports Shop LTD.

What: wardrobe & props - boots, pants, sweaters, etc.
Where: 579 Yonge Street, Toronto, ON, M4Y 1Z2
Phone: 416-964-8226

BUDGETS & COST REPORT

Budget in binder.

Notable items:

- **10.50 - "stunt coordinator(s)":** while was able to negotiate stunt coordinator for free, we paid her \$100 to say thank you for her time.
- **31.05 - "site rentals":** location price: negotiate!!!! was able to get price reduction while still keeping owner happy.
- **32.40 - "special crew outfitting":** Handwarmers are essential for a winter shoot are essential. Budget for them goes here. Buy more than you think you need.
- **34.10 - "buses":** it's nice to be able to cover transport.
- **38.50 - "picture vehicle rentals":** again, price are negotiable! Was able to get price reduction from \$1000 plus tax to \$600 tax included.
- **41.48 - "wardrobe repairs / cleaning":** was able to avoid hassle by checking in advance. many people forget that there can be cleaning fees for wardrobe rentals. make sure to check.
- **70.40 - "promotion":** some promotion or media materials are important. budgeting for that goes here.

Anything you forgot to budget for? This is crucial – make this a definitive list.

Everything was budgeted for.

Biggest regret, budget-wise?

No regrets. Had budget leftover.

Budget thing you're most pleased about?

Negotiating prices. Making sure needs were met while not going over budget.

With parking tickets by cast/crew, who paid?

We didn't tell people that we would cover tickets officially, but had budgeted extra money for parking just in case.

With damages/accidents/losses, who paid?

Nothing like this happened.

Any issues with Whites/PS grants, in terms of \$\$\$?

No.

CREW

Writer - Robert Stephen Apetagon
Director - Stefan Jablonski
1st AD - Nicole Zimmer
2nd AD - Mikaela Thompson
DOP - Gabriel Balcha
1st AC - Jessica De Los Santos
2nd AC / DIT - Sabrina Way
Gaffer - Steele Fernandes
Gaffer - Adrian Cheung
Location Sound - Nathan Street
Location Sound - Imaad Bhatti
Boom Op - Ryan Conrad
Production Design / Art Direction - Alex Brock
Makeup Artist - Karly Rueben
Editor - Shane Preston
Sound Design- Gregory Markov
Additional grip - Keith Hlady
Stunt Coordinator - Alicia Turner

Had different sound people for different days b/c of scheduling conflicts

Which crew positions were hardest to fill?

Sound & stunt coordinator.

York Crew: any specific crew members who you know are looking for other sets to work on, and who you'd recommend? Adrian, Jessica, Alex - all great people

Non-York crew: who are keen to work on other student/indie films, list their names and contact info here, along with details about their special skills: in particular, production designer, all art dept roles, steadicam, sound recordist, dolly grip, make-up, costume, animal wrangler, craft, stunts...

Steele Fernandes - former York student, dropped out. He's great with camera and lighting. 647-470-9753

Which days was your crew was too big? Too small? Give us details, in relation to production logistics e.g. size of location etc.

Too small - could have had another grip or two.

In hindsight, which crew members were you missing?

Another grip or two.

Which departments were strong? Which were weak?

Director/PM/ADs worked well. Sound team on Saturday wasn't always on top of it.

Describe 3 specific crew/production conflicts/problems/mess-ups (major, minor) and how they were resolved? And... in hindsight, how you'd help to resolve it differently next time.

Had issue with lead actor who announced he was going to leave the set on the day of shooting for 2 hours to go to an audition. He accepted an audition time in conflict with a shoot day - the night before that shoot day - when he is the LEAD role of the film, and not telling anyone (PM, AD, or Director) until THE DAY OF. This is one of those things that is just not done - ever. I explained this to him in an email after wrapping. Figured it was best not to stir anything up while on set and wait to explain things after in a calm way. Always have to consider how dealing with an actor might affect their mindset.

What made the crew efficient?

Having prepped schedules

What made the crew slow down?

Inexperience of some crewmembers with equipment.

What made the crew grumpy?

The cold.

What made them happy?

The food.

EQUIPMENT

List EACH supplier and what you got from each (Whites, PS, York, etc). Be specific: number of HMI's, number of kinoflos, Peewee dolly, 20 feet of track, etc.

Already done above. Didn't have HMIs other than York's JAB LED HMI. Lighting was fairly simple. Even in the truck, the practical lights in the truck itself were used to light characters on the inside. No dolly or track. 1 Kino 4 bank light was used.

Best equipment decision. Worst equipment decision.

Best decision was to NOT SHOOT ON THE SCHOOL'S RED because that would have slowed down the entire set. Can't think of a bad equipment decision.

What got broken? Lost? Stolen?

Nothing.

Night exteriors: equipment advice?

Not applicable.

Small interiors: equipment advice?

Nothing specific. "Stick-up" lights and kino single bulb fixtures are useful for getting in tight spaces. Plan angles, lenses, lighting, and power supply locations in advance. Measure distances and make a floor plan. Seriously. For the amount of effort it takes to plan all of that, it's WORTH IT.

Car rig: advice?

Not applicable.

Steadicam: advice?

Not applicable.

Dolly: advice?

Not applicable.

Genny: advice?

Make sure you know what you're doing. Have a designated person on set who knows how to operate it. Never handle genny unless you absolutely know what you're doing. Never unplug cables unless you know where they're going. never attempt to start a genny with cables plugged. never leave gasoline open. never cover genny exhaust pipes.

HMI's: advice?

order an extra HMI or two. HMI bulbs can go quickly.

Favourite new toy!

Police truck.