

Questionnaire

Production Managers, Production Coordinators, 1st AD's

TITLE OF PRODUCTION: Chasing Tail

SHOOT DATES Feb 13th 2015 & Feb 15th 2015

YOUR NAME Adrian Cheung

ROLE(S) Production Manager & Production Coordinator

INSTRUCTIONS: Questionnaire below is divided into 4 sections. Fill out appropriate section for the role you played on each film you crewed (PM, 1st AD, PC). (You may not have played the hands-on role in certain categories listed under your role e.g. vehicles -- but you're responsible for gathering the information from your production colleagues, including your DOP, Designer, etc). The point of this is to collectively produce a catalogue of specific resources and advice that other students can use for their student films.

Answer in succinct point form (one word answers are sometimes appropriate). Most important: Be VERY detailed! Names, addresses, phone numbers in particular! DON'T generalize -- much more useful to have very specific stories of things that happened. KEEP IN MIND -- your colleagues are reading these, so be sensitive to everyone's feelings -- find ways to point out problems and solutions without assigning blame per se. Some of the info below might seem to duplicate what you've already presented in your production presentations -- but the point of all this is to post-mortem/review your choices -- summarize what actually happened.

PRODUCTION MANAGERS

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.

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

I signed up the DoP and 1st ADx during the first week of January.

I never signed up a PC since I would like to gain the experience as a PC in this project as well.

What was division of labor between you and PC?

NA

What was the best thing you did in prep?

The best thing I did in prep is finding a desirable pet store for the film. I called numerous pet stores only to get rejected by all of them. However when I called the pet store the director and I both thought was impossible to obtain since it was part of a big cooperation, to our surprise we got an offer. Although the pet store was slightly pricey, it was definitely worth it.

What did you forget to do in prep?

One thing I forget to do in prep was to include gas money for the transportation van and the cost for extra subs such as donuts, coffee and tea from Tim Hortons. Luckily I had contingency money within the budget and everything went smoothly.

PRODUCTION MANAGEMENT

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

I used Microsoft Word and Excel to do all the scheduling, budgeting and script breakdowns. I then used google drive to share all the information with my director and the assistant director.

What templates did you use?

I used all the templates that Ingrid sent me for all my paperwork.

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

NA

Any specific insurance issues?

NA

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

NA

BUDGETS & COST REPORT

Post your final cost-report – budget template includes the column of actuals – actual amounts you spent – and variances (over or under spent). (If there are any figures that are confidential for you or your director, that's ok – just note as 'confidential' beside item, and mark \$0)

Post separate notes here to address each category – indicate budget number – e.g. "31–Site expenses" – and any smart advice you garnered from this production – ("Dollar Store on 1347 queen west at has mini Traffic cones for cheap!")

32.10- Lunch Catering – Best place to buy juice is fro the dollar store, \$1 for a liter of juice.

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

NA

Biggest regret, budget-wise?

The biggest regret budget-wise was definitely the amount we had to spend on the pet store. Initially the pet store was going to charge us \$250 per hour. However I was able to negotiate with the cooperation getting it for \$1000 for 6 hours instead.

Budget thing you're most pleased about?

The budget I am most pleased about is the amazing deal we got for food from the director's family restaurant. It saved us a lot of money and time during production.

With parking tickets by cast/crew, who paid?

NA

With damages/accidents/losses, who paid?

NA

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

NA

CREW

Post your final crew list – who actually worked on the film. Update the list, and be precise – if they only worked 4 of the 5 days, tell us why.

Role: Director	(2 DAYS)	Name: Rany Naser
Role: Assistant Director	(2 DAYS)	Name: Rodrigo Johnson
Role: Production Manager	(2 DAYS)	Name: Adrian Cheung
Role: Director Of Photography	(2 DAYS)	Name: Tom Rabin
Role: Camera Operator	(2 DAYS)	Name: Marco Hiranda
Role: 1 st Assistant Camera	(2 DAYS)	Name: Vanessa Chow
Role: 2 nd Assistant Camera	(2 DAYS)	Name: Pedro Hespanba
Role: Key Grip	(2 DAYS)	Name: Gebriel Balcha

Role: Grip	(2 DAYS)	Name: Ros MacDonald
Role: Sound Mixer/ Boom Op	(2 DAYS)	Name: Joelle Leboutte
Role: Script Supervisor	(2 DAYS)	Name: Jessi Odaisky
Role: Makeup Artist #1	(1 DAY)	Name: Rupali Gonuara
Role: Makeup Artist #2	(1 DAY)	Name: Liana Zwicker
Role: Art Director	(2 DAYS)	Name: Miranda Kent
Role: Production Assistant	(2 DAYS)	Name: Roula Covington

This short film was shot in two days (Feb 13th and Feb 15th). We went overtime on both days, but everything was accounted for. Prior to the shoot the actors and crew was aware that we would be doing 14-hour days to prevent shooting an extra day. All crew and actors did not have a problem with this decision since the cast lived far away and prefer to shoot overtime instead of coming in for another day. The only crewmember who didn't worked on both days were the makeup artists. The first makeup artist we hired was only free for one of the two days. Therefore we hired another makeup artist for the second day.

Which crew positions were hardest to fill?

We had a relatively small crew and the hardest crew position to fill was definitely the makeup. Initially we tried looking for a makeup artist who is willing to do it for free, but we couldn't find one. After searching for a makeup artist for a few weeks, we finally found a paid makeup artist for the role.

York Crew: any specific crew members who you know are looking for other sets to work on, and who you'd recommend?

I would recommend Vanessa as the 1st assistant camera, and Gabriel Blacha as grip. They both know their craft very well and have a great positive attitude on set.

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...

The makeup artist Liana seems to be keen to work on another student/indie film. She is a student at Humber College and just started working as a makeup artist. Here contact number is 905-717-640 and here email is lianamz8@hotmail.com.

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

The crew size was perfect for both days of the shoot. There was just enough space for the crew to move around within the apartment. Fortunately I was running around buying props and food or heating up food on both days reducing the number of people on set. If I were to stay in the apartment while they are shooting, there might not be enough space for everyone to move around.

In hindsight, which crew members were you missing?

NA

Which departments were strong? Which were weak?

The camera department was really strong, but the grip department was slightly weaker. Since the DoP had a very specific way to light the scene, he likes to do a lot of the lighting setup by himself leaving the grips standing around with the lights waiting for the DoP's command.

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.

One crew conflict that can be fixed next time is to have a gaffer on set that the DoP can communicate and trust. Since DoP wasn't very good at communicating with the grips/ gaffer, a lot of time was wasted on set. Next time I will make sure the DoP and gaffer understands and communicates during preproduction to prevent it from happening again.

What made the crew efficient?

Food definitely made the crew more efficient. I constantly have snacks (yogurt, fruit platter, granola bar, water, juice) near the set making sure everyone stays hydrated and well fed so they can concentrate at their work.

What made the crew slow down?

The crew moved slightly slower when we have a few shots outdoor. Since the day that we shot the outdoor scene was one of the coldest days in the summer, the crew took quite a bit of time to get ready for the location move.

What made the crew grumpy?

The crews were never grumpy within the shoot. Everyone was very making joke throughout the day and bonding nicely.

What made them happy?

I tried to make them happy by buying McDonald breakfasts for them in the morning, donuts towards the end of the day to boost their sugar level and having a tasty craft table. The crew was a bit slower during the morning on both days since it was cold and early, but after some breakfast and coffee they started working really hard.

I also constantly deliver food to everyone on set instead of having needing the crew to go to the craft table to grab food themselves. Sometimes I will also make sandwiches with cold cuts in them, which made them very happy.

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.

York University Equipment

- RED Camera Package x1
- ARRI Chimera Kit x1
- 400 Diva x1
- Dolly x1
- Tracks x4
- 4x4 Flags x3
- Medium Flag Kit x1
- Large Flag Kit x1
- Sennheiser Lav Kit x2
- Sennheiser 416 Shotgun Boom x1
- Boom Pole x1
- AC x7
- Full Apple Boxes x4
- Half Apple Boxes x4
- Quarter Apple Boxes x4

Rany's Personal Equipment

- LED Light Panels x2
- Zoom H6N x1

Best equipment decision. Worst equipment decision.

The worst equipment decision was the 4x4 frames that we got from York. We got three of them and only managed to use one of them in the pet store. It took up a lot of space within the truck and was every hard to move around. In fact I think we could've lit the pet store without using the 4x4 at all.

What got broken? Lost? Stolen?

NA

Night exteriors: equipment advice?

NA

Small interiors: equipment advice?

The 400 Diva and the medium flags worked really well indoor. We used the 400 Diva as the key and just a small medium reflective flag to add some fill on the other side. This combination worked really well.

Car rig: advice?

NA

Steadicam: advice?

NA

Dolly: advice?

NA

Genny: advice?

NA

HMI's: advice?

NA

Favourite new toy!

NA

PRODUCTION COORDINATORS

VEHICLES

List each vehicle, and function of each. Include: Where did you rent/source them from? (Name, location, contact person, phone #, cost, advantages, disadvantages compared to other suppliers e.g. age of drivers allowed, insurance, mileage)

UHAUL

908 Magnetic Dr
North York, ON M3J2C4
(647) 497-9927

What would you change now, with hindsight? Did you need another vehicle?

NA

Who was the driver for each vehicle (name role on set)?

Rany Naser, director
Raz Rabin, DoP

Any accidents?

NA

Advice on prevention of accidents?

NA

Parking issues on location?

NA

Picture (on-camera) vehicles: specific anecdotes/adventures?

NA

Car insurance: any specific advice?

NA

CATERING & CRAFT

What did you budget for lunches? (# of people X cost per person X # of days)

I organized a catering service with the director's family's restaurant before the shoot and they gave me a fixed quote for food. We paid \$200 for 5 meals with 4 trays of rice that was enough to feed everyone for at least 5 days. I budget another \$200 for all the subs and drinks that I bought in Costco.

Lunch: For each shooting day, list the detailed, specific menus served – include recipes if available – and actual budget for each lunch.

Day 1 Breakfast: Oatmeal, Croissants, Cold cut Sandwiches

Day 1 Lunch: Lasagna (Meat + Veggie)

Day 1 Dinner: Spinach Hummus and Bread + Lasagna + Sandwiches

Day 2 Breakfast: McDonalds Jr. Chicken and McDoubles + Filet O' Fish (vegetarian option)

Day 2 Lunch: BBQ Chicken and Rice + Spinach Hummus and bread + Salad

Day 2 Dinner: Meatballs in Tomato Sauce and Rice + Vegetable Pasta

Who cooked lunch? How did they shop? How did they get the food to set? How did they keep it hot?

Since all the food was already cooked, I brought everything to my apartment downtown everyday to heat it up, and brought it back to location to serve everyone. There were times when the schedule was tighter where we just used the microwave at the party room within the apartment complex to heat up the food.

Any pre-cooked lunches? (e.g. Loblaws frozen lasagna)?

All of the foods were pre-cooked.

Was there vegetarian option? Was there salad?

Yes

Was there dessert?

There were donuts and fruit/ vegetable platters for dessert after every meal.

Best lunch you served your crew:

I think the best tasting lunch/ dinner served to my crew was definitely the meatballs with rice. Everyone enjoyed it a lot.

Worst lunch:

NA, all the food served was delicious since it was not the chief.

What did you provide for breakfast?

McDonalds, Bagels + Cream Cheese, Cold-cuts + sandwich, oatmeal, yogurt, croissants, and apple pastries.

Did you have one dedicated person doing craft? Or was it your catering person?

I was in charge of craft and catering.

Smart places to shop for craft?

Costco + Dollarama

Top 3 craft snacks on your set: rate in terms of cost, healthiness, popularity, germs (the flu factor – e.g. hands reaching into same bowl), messiness (greasy? Crumbly? Leaky?) – can they be taken around to crew, or just stay at craft table.

1. Apple Pastries (cost: cheap) (Healthiness: moderate) (germs: none, I placed everything on separate plates before serving them) (messiness: a bit of crumbs) (Can be taken to crew)
2. Bagel + Cream Cheese (cost: cheap) (Healthiness: moderate) (germs: none, I placed everything on separate plates before serving them) (messiness: a bit of crumbs) (Can be taken to crew)
3. Chips (cost: cheap) (Healthiness: low) (germs: low, I placed chips into smaller cups to serve to each person) (messiness: a bit of crumbs) (Can be taken to crew)

Top 3 craft beverages (besides coffee): rate in terms of cost, healthiness, eco (bottles/cans/glasses)

1. Dollarama Juice boxes (cost: cheap) (not very healthy, a lot of sugar) (paper containers)
2. Costco Water (cost: cheap) (healthy) (plastic bottles)
3. Soft Drinks (cost: medium) (unhealthy, but makes crew happy) (cans)

Top 3 Bad craft ideas:

1. Dry crackers
2. Fruit Platter (No one eats the melon)
3. Yogurt (sounds good on paper, but no one ever eats them)

Craft table: did crew members have their own 'named' cups?

Yes

For each day, list your Substantials: ingredients/recipes, budget (cost per person)

Note: substantial's are served at the 3 hour mark -- once in morning, once in afternoon -- this should be budgeted in craft, not in 2nd meals.

Coffee all day or just at meals?

Coffee all day

Second meal (this is served at the 12th hour mark – 6 hours after lunch—usually crews opt to do this meal 'on-the-run' – and it's often fast food – burritos, etc.: Did you have any second meals?

Yes

LOCATIONS, STUDIO & UNIT

List each of your locations, and with each, itemize the following info:

General description (e.g. house, apartment, church, garage, park, marina...)

Apartment

We filmed in a 1 bedroom and 1 bathroom apartment with an open kitchen. There was very little space within the apartment so we had to leave our equipment in the hallway with a person doing fire watch at all times.

Pet store

The pet store was huge. There were different sections for different animals such as ferrets, hamsters, parrots, reptiles, and snakes.

Address/phone/contact person:

Apt #1912 22 Olive Ave, Rany Naser, 289-828-1665

Free

Good parking?

Yes

Good washrooms/green room?

Yes

How did you find it?

The director owned the apartment we shot in and we found the pet store through location scouts.

How soon before shooting did you book it?

We booked the apartment two months in advance and the pet store a week in advance.

Any logistical/practical problems? (e.g. no bathroom, narrow staircase, no where to store equipment)

Since the apartment was so small, we had to store equipment in the hallway outside the apartment against the wall

Any creative problems? (e.g. too small to hang lights)

NA

Sound issues?

NA

Best thing about the location?

Very good natural light shooting into the house

Worst thing about the location?

The worst thing about the apartment was there were lots of furniture with little space to move them around.

Would you recommend this location to other shoots?

Yes

General description (e.g. house, apartment, church, garage, park, marina...)
Pet Store

Address/phone/contact person:
3291 Yonge St., Amanda Burry, 905-593-3177

Cost?
1000

Good parking?
Yes

Good washrooms/green room?
Yes

How did you find it?
Location scouting/ online research

Best thing about the location?
Very spacious, a lot of room for everything

Worst thing about the location?
Pricey

Would you recommend this location to other shoots?
Yes

UNIT

For each location, list your solution for: green room, washrooms for cast/crew, lunchroom, kitchen facilities, make-up room (share with green room?), costume room (share with green room?), unloading-off-the-truck storage for equip, AD/PM office (share with green room?)...

When we shot in the apartment, we rented the party room in the apartment for craft and green room for everyone to relax and grab some food. There was a washroom within the party room and it was a good spot for the crew to relax when they were not needed on set. We unloaded everything within the parking lot within the apartment complex and there was an elevator connected to the building going straight up to the apartment.

There were a lot more space within the pet store. I used the staff room as the green room changing area for the talents. I also blocked off certain area of the pet store as the green room where the talents can relax take a break. There isn't a kitchen facility in the pet store so I brought all the food to my apartment to heat up and brought it back to the pet store. There was also a Tim Hortons near the pet store where I bought donut and coffee for everyone. There was a parking lot behind the pet store where we unloaded everything and moved everything into the pet store through the backdoor.

List each Unit rental item (these could include tables, chairs, traffic cones, porta-potties, tents, heaters, green boards, plywood sheets, etc.), followed by: cost, supplier (name, address, phone, email)...

NA

List Unit purchase items, cost and supplier: these could include Caution tape, pylons, disposable booties, etc.

NA

How did you protect floors in your locations (greenboard, booties, cardboard, etc.)?

NA

Hand warmers: brand (e.g. Hot Snapz), source (e.g. Costco), price, how many did you buy for your crew?

NA

On set safety: what did you have? (Fire extinguisher, caution tape, etc.) What should you have had?
Fire extinguisher, First-aid kit, animal wrangler (person working in the store)

Night shoots: any special unit items? Flashlights?

NA

ACTORS

List name/role who was ACTRA. List name/role who was non-ACTRA.

Yuri Kaplan (non- ACTRA) (Jake)

Kate McArthur (ACTRA) (Violet)

Judy Thrush (ACTRA) (Pet Clerk)

Any advice/anecdotes about working with ACTRA?

Never serve donuts before a semi-nude scene; the actor/actress will not eat it.

Rehearsal: list your rehearsal schedule in terms of dates, hours and with which actors.

NA

What worked best in rehearsal? What didn't work?

NA

In rehearsal, what was efficient, what wasted time?

NA

On set, did director rehearse with actors while DOP was lighting?

Yes

Directing them on set, did Directors use motivations/action verbs, adverb adjustments, as-ifs – or were there scenes/shots where there was result-based direction? (sometimes you have to!)

The director used a lot of action verbs to describe what he wanted. He also tried to show the actors the blocking before asking them to do anything.

Describe 3 times where director gave an effective direction and it really helped the scene/performance.

1. The director slowed down the actress within the last scene to create a beat to emphasize the situation to the audience.
2. The dolly from right to left that the director discussed with the DoP for the montage worked really well during the edit effectively showing the audience the two characters' emotion within the relationship
3. The director and I talked a lot during preproduction in order to find the perfect pet store to create the most realistic location. By getting this particular pet store, we were able to ensure all the animals the director wanted is in the film.

Describe 3 times where director got stuck, and couldn't communicate what they wanted (or where the actor wasn't understanding) – and describe the solution.

Since I was so busy throughout the shoot running errands, cooking food, being an extra on set and dealing with all the paperwork, I didn't notice any particular instances where the director was stuck or couldn't communicate what they wanted to the actors.

In production, how did your actors travel to set?

The actors drove to set by themselves. Gas money was reimbursed to the actors after the shoot.

What made them happy/grumpy on set?

The actors were happy when we gave them drinks and food, and conversed with them when the grips were setting up. It made them feel more comfortable on set through getting to know the crew a bit better.

The actors were never grumpy on set. We tried to keep them happy and content throughout the set allowing them to perform at their best.

How will you treat them different next time?

Next time I will try to make more sandwiches instead of constantly buying donuts. Donuts are high on sugar and might not be the best choice towards the end of the shoot.

What slowed things down? What was efficient?

Setting up the scene definitely slowed things down. Cleanups were very efficient on set. Everyone helped out when it was time to wrap for the day. It was very essential since we went overtime in the pet store and leaving the area was definitely a priority.

Did they feel like meat puppets or were they allowed to create/invent/play on set?

No

DESIGN SETS & PROPS

Where did you find your designer?

The art director was a friend of the director.

How many people on the art dept crew (list positions)?

One

How many would have been best?

One person in the art dept was enough for this set because there wasn't a lot of major set design.

Where did you get your props/set dec? (%): Your own __, Borrowed __, Rented __, Bought __.

Your own: 60%, Borrowed 0%, Rented 0%, Bought 40%

Where did you rent/buy your set dec/props? (List names of suppliers, phone, email, contact person, street address)

We bought all our props at Winner's Home Sense.

195 Yonge Street

Toronto, ON

(416) 941-9185

Favourite art dept stories: at least one happy and one sad.

One thing the art director was really proud of was a painting she made for this shoot. She bought a canvas and some paint and painted a beautiful canvas for the apartment. After the shoot she kept the painting and was planning to hang it at her own apartment.

Favourite clever art department tricks

Never remove the receipt and return everything.

Things which didn't work technically.

NA

Things which didn't work aesthetically.

NA

COSTUME, HAIR & MAKEUP

List each crew member for these roles, and specify the roles (were parts doubled up?)

We had two make-up artists on set; one for each day.

Where did you find them? Include contact info if they want to work on other sets.

I found one of the makeup artist from another set and the director knew the other makeup artist.

Makeup Artist #1 Rupali Gouara (6478289718)

Makeup Artist #2 Liana Zwicker (9057176401)

Did you need more? Less?

One makeup artist was perfect for each day.

Costumes: where did you get your rentals?

NA

Where did you purchase any costumes?

NA

Best tip for sourcing costumes:

NA

Did you create/build any costumes? Details please.

NA

What sort of change room on set?

There were bathrooms for the talents to change in.

Hair/makeup: did you do camera tests before shooting?

NA

Any hair/makeup/costume triumphs?

NA

Disasters?

NA

Continuity mess-ups?

NA

Describe 2-3 occasions where things got held up of hair/make-up/wardrobe – and describe the solutions you found. Since the lighting took a long time to setup between every scene, the hair/make-up/wardrobe never held back the production.

ANY OTHER THOUGHTS OR COMMENTS?

I had a great time working as a production manager on a film. Although at times I find it challenging, but the outcome was definitely worth it. Being a production manager also forces myself to be more organized, which is beneficial for my future.