

Film Production Management and Coordination 101

Multi-day workshop for the PEI Screenwriter's Boot Camp 2017

by Deborah S. Patz

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[Note from Deb: Not sure how much overlap and interaction there is with the screenwriters in this boot camp, so below is designed as a pretty much separate stream. We can customize the topics and timing to work in tandem with what's happening with the other stream(s) of the boot camp.]

This hands-on multi-day workshop is an accessible introduction to production management and coordination for the film and television industries by industry pro, Deborah Patz. The focus is on narrative production. It covers concepts and principles in and beyond Deb Patz's books.

Overall Schedule

This workshop is scheduled for four 7-hour days, including:

- The Production Manager and Coordinator vs. all those Producer titles
- Script format for production
- Script breakdown for budgeting purposes
- Key principles to writing a production budget, including when to write it
- Budget hot spots
- Production scheduling and the factors to juggle
- The paper flow - distribution of production information
- Contract negotiations - with cast, crew and everything else
- Using locations, but not using the community
- Shoot Day structure (from the POV of the production office), including call sheet and DPRs
- How to spend production's money, how to save it and report on it
- Cash flow vs lack of budget
- Navigating production documentation and why you need to record what happens on set
- Financial paperwork aids: cash flow, budget, financing plan and cost reports
- Including publicity
- Contingency happens (insurance claims and policies)
- Special considerations of legal clearances, customs and immigration
- The handover to postproduction and audit
- Wrap party and crew gifts
- Career planning your way to (or past) production management

About the book *Film Production Management 101*

Two books in one, *Film Production Management 101* is a detailed insider's guide for production managers and another one for production coordinators. With an entertaining “nuts and bolts” approach, Deb Patz takes you on a journey from prep to post and even on to the audit with insider tips on budgets, cost reports, cash flows, interim financing, script revisions, location management, production insurance, completion bonds and much, much more. The book is in its second edition and is published worldwide by Michael Wiese Productions.

About Deborah S. Patz

A film and TV professional since the mid-80s, Deb Patz has earned a diverse production background from Hollywood-funded science fiction to super low budget features, from IMAX 3D and movies shot in space (yes, real space), to music videos and interactive digital stories. Though she is based in Canada, her films have shot in many countries around the world from Russia to New Zealand. She has worked in many aspects of the film and television industry, most especially in production management and supervision. The author of *Film Production Management 101* (known as the Swiss Army Knife of production management) and *Surviving Production*, she's penning a new book, *Write! Shoot! Edit!*, to empower teens to make their first narrative films. Currently Deb Patz is an MFA candidate in Creative Writing at UBC. She lives in the Vancouver area with her family and where the sailing is fabulous.