

Film Production Team: Roles, members, general description of duties

Role	Members	Duties:
Director		Makes final decisions on characters, props, actions and script; will work hand-in-hand with the editor *Logs days progress and sets tasks for next day
Editor(s)		In charge of assisting in filming and then editing the movie on the computer/Ipad; will work hand-in-hand with the director *Helps with logging group progress
Actor / Promo, Props / costumes		Act as the main characters in the scene; in charge of making a DVD Booklet
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***Props and costumes are the responsibility of the whole group ***

Sample Production Log: (Template only - may do in journal form or chart)

Day / Date Eg. 1 - Monday	Day's Plan *be specific - who will do what ?	Day's Accomplishments *Be specific - what was done and by whom?	Assess / Reflect - did you accomplish what you intended? why or why not? How will you improve for next day? Successes? Challenges
1. Monday			
2. Tuesday			
3/4. Wednesday / Thursday			
5. Friday			
6. Monday			

