

PRODUCTION GUIDELINES

DEVELOPMENT: BUDGETING

It's important to work out how much money you need to make your project and what you're planning to spend it on, before you get started. Read through these guidelines and allocate a figure to each department (where possible get a quote from a supplier or when it comes to sometimes unpredictable expenses, make an educated guess).

DEVELOPMENT: SCHEDULING

Planning your time carefully will make your production more efficient and will help you keep track of costs. Have a written schedule starting at when you anticipate receiving your grant ending with when you plan to deliver everything to Mediabox. This schedule should clearly outline when each stage of the project starts and finishes. Add in key deadlines, meetings, castings, recces, delivery dates and/or any other important dates and when it comes to actually making your project, your life will be made a lot easier.

DEVELOPMENT: FORMAT/SCRIPT

You need to have a creative plan in place: if you're filming or recording a piece of fiction you'll need a script that you're happy with; if you're filming or recording a documentary you'll need a format or structure clearly detailing the order of things; if you're putting together a website or any other media project you'll need a comprehensive creative outline and structure.

PRODUCTION PERSONNEL

"Artists" is a term that the media industry uses to refer to actors who appear or are heard in a piece of fiction and "Contributors" refers to people who are involved on screen or on tape or in print "as themselves". Choose these people carefully, hold a "casting" if you're hiring someone to perform or have a rehearsal interview with a potential contributor to make sure they come across how you want and need them to. **Most importantly, make sure that you have every artist and contributors written permission to appear in your project.**

MUSIC

Music is obviously really important to any project, however, you need to be aware that you can't just use any music in your project without getting permission. If you send us a project that features a track by Kanye West for example and you haven't received permission from him and his publishers, we won't be able to broadcast or show your project on commercial TV or on the internet. **(As a standard rule DO NOT use commercial music as we won't be able to distribute your project).**