

STAGES OF ANNUAL/DIPLOMA FILM PRODUCTION AND REQUIRED DOCUMENTS

1. The Warsaw Film School is the producer of annual/diploma films, retaining full proprietary rights to the completed works.
2. Co-production with external companies is possible based on co-production agreements, subject to the Chancellor's approval.
3. The school provides organizational and equipment support.
4. Students must fulfill obligations related to previous academic year films to proceed with new projects. Failure to complete previous films artistically (e.g., corrections) or production-wise (e.g., documentation) disqualifies students from producing new school films in the following academic year.
5. As the producer, the school is only responsible for the scope described in the production agreement. Any deviations from the screenplay are solely the responsibility of the student.
6. Students lose access to organizational and technical support if they fail to adhere to the production schedule for reasons under their control. Any rescheduling of the film may result in reduced or unavailable support or equipment.
7. Students must complete all film work within the deadlines outlined in the production and post-production schedules.
8. Upon completion, students must submit the final version of the film, approved by the school, to the Film Archive.
9. Students are responsible for resolving all copyright and related rights issues for the film as part of the educational program.
10. If rights are not settled, the school reserves the right to rework the film to eliminate legal defects.
11. Required documents confirming rights clearance include ZAIKS and ZAPA documentation.

The Production Department oversees all film productions on behalf of the school.

School's Producer Oversight Includes:

- Support and consultations for creating production schedules, including calendars.
 - Approval of production schedules.
 - Preparation and approval of film budgets (proposed rates must be agreed upon with the executive producer or production manager).
 - Provision of contract templates and necessary documents (contact: Żaneta Pawlak – zanetapawlak@szkolafilmowa.pl).
 - Facilitation or assistance in reaching companies and specialists for collaboration.
 - Support and consultations during production and post-production.
 - Supervision during the filming and post-production phases.
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I. PREPARATION PHASE

1. **Signing Contracts and Agreements with the Production Team and Actors**

a) Necessary agreements or permissions for transferring copyrights:

- *Work-for-hire agreements* for external creators who are paid.
- *Copyright transfer permissions* for unpaid external creators.
- *Work-for-hire agreements with actors* for paid roles (with or without an agency).
- *Image release forms* for unpaid roles.

b) Creators include: director, cinematographer, set designer, interior decorator, costume designer, makeup artist, editor, sound director, casting director, composer.

2. **Location Rental Agreements**

3. **Equipment Reservations or Rentals (external providers)**

4. **Costume and Prop Rentals**

5. **Production Insurance (if renting equipment externally)**

II. FILMING PHASE

1. Preparation of daily work plans for each filming day.

2. Submission of daily location manager reports.

3. Submission of daily production reports.

4. Compliance with regulations and occupational safety rules during filming. A qualified safety officer must be present (consultation required before filming).

5. Work hours on set must adhere to the following:

- 12 hours for the crew, including a 1-hour break.
- 6 hours for children under 16 (excluding night scenes).
- 8 hours for children aged 16–18.

A legal guardian must accompany minors on set and sign contracts on their behalf. A child psychologist must be present for challenging scenes.

III. EDITING AND SOUND DESIGN PHASE

1. Editing, sound design, and color correction.

2. Signing agreements with composers:

- *Work-for-hire agreements* for original compositions created exclusively for the film.
- *Licensing agreements* for existing compositions licensed to the production.

3. Purchasing music from music libraries (WSF has free access to Paris Music and Universal Music libraries).
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IV. FINALIZATION PHASE

1. Submitting to the school archive:
 - A screener with English subtitles.
 - A screener without subtitles.
 - School documentation.
 2. Finalizing expenses with production manager Żaneta Pawlak (zanetapawlak@szkolafilmowa.pl), per the budget. For co-funded films, follow the settlement template provided by the executive producer. Film production costs must be reconciled within one month of incurring them.
 - Submit invoices and contracts for payment. Installment payments are possible at each production stage.
 3. Submitting a production manager's report with attachments:
 - Budget breakdown.
 - Signed agreements from the preparation phase.
 - Reports from the filming phase.
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Office Hours: Monday to Friday, 1:00 PM – 4:00 PM

Executive Producer:

Anna Bilut (annabilut@szkolafilmowa.pl)

Production Manager:

Żaneta Pawlak (zanetapawlak@szkolafilmowa.pl)