

ANNUAL/DIPLOMA FILM PRODUCTION STAGES AND REQUIRED DOCUMENTS

Warsaw Film School is the producer of all annual/diploma films. The school provides support in terms of logistics and equipment. Co-productions with outside organizations are allowed.

The production of all films is supervised by the school's Production Department, which handles all film productions in Warsaw Film School.

School's Production supervision is based on:

- Supporting and consulting students in creating the production schedule, including the calendar schedule for the film
- Approving the production schedule
- Creating and approving budgets
- Providing contract templates and necessary documents (contact: Żaneta Pawlak zanetapawlak@szkolafilmowa.p)
- Getting in touch with or helping in contacting companies and specialists, who can take part in making the film
- Support and consultations
- Supervision during filming and during post production

I. PRE-PRODUCTION

1. Signing contracts and legal statements with the production crew and actors
 - a) Required contracts or consent forms concerning copyright
 - „work contracts with copyright transfer [umowa o dzieło z przekazaniem praw autorskich]” are signed when a certain person IS NOT a WFS student and is working AND BEING PAID
 - „copyright transfer forms [zgody na przekazanie praw autorskich]” are signed when a certain person IS NOT a WFS student and is working FOR FREE
 - „work contracts with actors or an agency [mowy o dzieło z aktorem bądź z aktorem i agencją]” are signed when the actor IS BEING PAID
 - „consent forms for use of image [zgodę na wykorzystanie wizerunku aktora]” are signed when the actor is working FOR FREE
 - b) CREW: director, DOP, set-designer, interior designer, costume designer, makeup artist, film editor, sound director, casting director, composer
2. Signing location contracts
3. Booking the equipment or renting it from outside rentals (cooperations excel sheet)
4. Renting costumes and props (cooperations excel sheet)
5. Insuring the film's production in case of renting from outside rentals

II. PRODUCTION (FILMING)

- 1. Preparing workplans for every day of filming**
- 2. Preparing Set Manager's Reports after every day of filming**
- 3. Preparing a Production Report after every day of filming**
- 4. Compliance with health and safety regulations (BHP) during filming – the Set Manager MUST have health and safety (BHP) qualifications (before filming, consult with a health and safety coordinator)**

III. POST-PRODUCTION

- 1. Editing, sound design, color-grading**
- 2. Signing in a contract with the composer**
 - a) Work contract for the song(s) if the composer is writing the music SPECIFICALLY for this film**
 - b) License contract if the composer is giving their already existing song for the movie**
- 3. Buying music for Music Services (WFS has a contract with Paris Music i Universal Music)**

IV. FINAL WORK PERIOD szkolafilmowa.pl.doc (live.com)

- 1. Providing to the school's archive:**
 - a) A screener of the film with end-credits**
 - b) A screener of the film without end-credits**
 - c) School metric**
- 2. Settling the budget with the Executive Producer (Marta Borys-Wójcik martaborys@szkolafilmowa.pl), according to the estimated budget; in case of financing from school – take form from the Executive Producer**
 - a) Providing receipts and contracts to be paid – possibility of instalment payments on all production stages**
- 3. Providing the Production Dept. the Production Manager's Report along with all attachments**
 - a) Estimated budget**
 - b) Contracts signed during pre-production**
 - c) Reports made during filming**

We invite you for consults Monday to Friday from 1 pm – 4 pm

The Production Department is located in the office pavilion in front of the School.

Executive Producer

Marta Borys- Wójcik

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Production Manager

Żaneta Pawlak

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