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Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Cover; Title Page; Copyright Page; Table of Contents; Introduction; Acknowledgments; Forms in the book; Chapter 1: The Production Team and Who Does What; Introduction; Producers; Executive Producer; Producer; Co-Producer; Line Producer; Post Production Producer; Associate Producer; Production Management; Unit Production Manager; First Assistant Director; Second Assistant Director; Production Supervisor; Production Coordinator; Chapter 2: The Production Office; Introduction; Office Space; Setting Up; Phone Systems; The Traveling Production Kit; Answering the Phone; Confidentiality; Shredding Watermarking Production Assistants; Interns; Ain't Technology Great?; Techie Wanted; Employees Driving Their Own Vehicles for Business Purposes; Staff Scheduling and Assignment of Duties; Staff Meetings; Office Lunches; Time Management; Office Inventories, Logs, and Sign-Out Sheets; The Files; Files of Blank Forms; Files for Features, Movies for Television, Cable or Internet; Series Files; Day Files; Forms in This Chapter; Chapter 3: Basic Accounting; Introduction; The Production Accountant; The Accounting Department; Handling Payroll; Payroll Companies; Accounting Guidelines Start Paperwork Packets Payroll; Box Rentals; Vendor Accounts;

Competitive Bids; Purchase Orders; Check Requests; Petty Cash; Online Purchases; Cell Phone Reimbursement; Auto Allowances; Mileage Reimbursement; Drive-To; Per Diem and Living Allowance; Invoicing; Additional Taxable Income; The Budget; Tracking Costs; The Audit; Forms in This Chapter; Chapter 4: From Script to Schedule; Introduction; It All Starts with a Script; Script Revisions; The Breakdown; The Board; The Schedule; Day-Out-of-Days; Breakdowns; Chapter 5: Incentives; Introduction; The Evolution of Incentive Programs; In Flux What to Consider/Infrastructure; Types of Incentives; Rebate; Tax Credits; Refundable Tax Credits; Transferable Tax Credits; Nonrefundable, Nontransferable Tax Credits; Up-Front or Back-End Funding; Chapter 6: Pre-Production; What Is Pre-Production?; Establishing Company Policies; Stages; Meetings, Meetings, and More Meetings; Communications; Cellular Phones, BlackBerrys, Wireless Internet and More; Walkie-Talkies; Previsualization; Plan Ahead; Sample Pre-Production Schedule; Week #1 (8 weeks to go); Week #2 (7 weeks to go); Week #3 (6 weeks to go); Week #4 (5 weeks to go) Week #5 (4 weeks to go) Week #6 (3 weeks to go); Week #7 (2 weeks to go); Week #8 (final week of prep); Daily Prep Schedules; More on Logs and Sign-Out Sheets; Distribution; Collecting Information and Making Lists; Crew Information Sheet; The Crew List; The Executive Staff List; The Cast List; The Contact List; Better Safe than Sorry; Pre-Production Checklist; Starting from Scratch; Creating Your Own Production Manual; For Your Own Good; Forms in This Chapter; Chapter 7: Insurance Requirements; Introduction; General Insurance Guidelines; Errors and Omissions (E&O); Comprehensive General Liability Certificates of Insurance

Sommario/riassunto

This book is for working film/TV professionals and students alike. If you're a line producer, production manager, production supervisor, assistant director or production coordinator--the book has everything you'll need (including all the forms, contracts, releases and checklists) to set up and run a production--from finding a production office to turning over delivery elements. Even if you know what you're doing, you will be thrilled to find everything you need in one place. If you're not already working in film production, but think you'd like to be, read the book -- and then decide. If you c
