*Pre-production logistics*

*Logistics is the process and implementation of organising the different parts of a media production such as transportation of equipment from location to location.*

***Time-*** *Scheduling is a very important part of film production due to cast members needing to know how many scenes there are at one location and also the length of each scene. The schedules also tell them how long they will be spending at each location, which gives them an estimated time of how long they will be shooting the film and also the cost. The film companies will use professional software packages to make these schedules such as ‘Movie Magic Scheduling’, this will be an accurate way to schedule everything like the call sheets to show all cast and crew what locations on what days.*

*Whilst filming you also need to know when equipment and personnel are available. For equipment if it were hired you would need to make sure it is hired out for the correct amount of time that it’s needed for. This also applies for personnel involved in production, because if they are needed for specific scenes/ places and they aren’t available production will have to be paused or changed.*

***Facilities-*** *Before the beginning of filming in the pre-production part, the film company will need facilities for studios, sets, equipment and post-production. These facilities will need to be found and booked for specific dates when the cast and crew need to go there to film scenes.*

*Post-production equipment and production equipment is needed before filming starts in order to complete production. This equipment would need to be hired or bought by the production company from other companies. The production company would need to use part of the budget money to hire/ buy this equipment as it would be high quality, expensive equipment such as different cameras. This would also involve transportation of the equipment to the facilities as it is very heavy and there is a lot of it which is needed for production.*

*As well as equipment, they would need places to film. This would involve hiring out places such as facility houses to film the scenes. This would include part of the budget again to hire it out for as long as they would need. The production company would also need to hire/ buy sets to be used for filming of the scenes. This could cost a lot depending on how many different places need to be used. For each aspect e.g. Equipment and locations, you have a set budget in order to get the places.*

***Location-*** *Location in film production will be found by location scouts. They’ll find suitable locations for scenes and may also even desire certain locations due to their climate or weather conditions. They must also consider the distance of the locations as equipment would need to be transported and also the cast and crew need to get to those locations in time in order to complete filming on time.*

*While scouting for a filming location the scouts must make sure it is safe to be filming there. This means ensuring the locations have a ‘recce’ by people like the Director and a Producer from the production crew to check the suitability and potential dangers that may cause harm to cast/crew. Limitations and risks of filming in locations must also be considered meaning a risk assessment must also be completed by a Producer or Production assistant.*

***Personnel****- The first and one of the most important jobs to do in pre-production of a film is hiring the cast and crew members. This would include identifying job roles, such as costume designers, cast and Producers needed for production.*

*Finding personnel for films will be a long process as you want the best in the business. This would include make-up artists and costume designers to make the cast fit their characters roles. This may also involve needing more than one make-up artist/ costume designers as there may be a large cast number.*

*This also involves hiring extras and stunt doubles for the cast and filming. There would need to be a lot of extra’s in scenes where there in public to make it more realistic. Some films have hundreds/ thousands of paid extra’s as cast members depending on the size of the production or amount of scenes. Background extra’s must have some type of acting experience in order to portray a realistic role. Stunt doubles may also be needed for some films such as action films where there are dangerous scenes which the actor cannot perform so a stunt double is needed to fill in. A stunt coordinator will arrange the casting and showing of the stunt double, as well as working closely with the director.*

***Materials****- Materials that will be used during production must be identified in pre-production. This means any materials used such as props, costumes, script and audio must be found and booked in with the production schedule. To store audio material production company’s use things such as discs, magnetic tape, cylinders, this helps move them without damaging them.* *Materials include original footage from filming as well as archive and library film materials such as BBC Motion Gallery. There must also be photo-library and sound-library materials.*