



J-TERM Film Application 2011

Why Apply?

What You Can Expect from Us

This year marks the first for the Harvard Undergraduate Television Film Development division. The goal of this section of HUTV is to promote student filmmaking and production on campus. We're hoping to give undergraduates the outlet to really use their talent and passion for filmmaking and, with the help of a large crew of undergraduates, create a product for the world to see.

In the 2010-2011 school year, HUTV will be funding the production of its first ever "J-term Film." The goal of this project is to assemble a team of some of our finest writers, directors, and producers, and put them in collaboration on a single project to be filmed in January 2011. This project will then be screened for the entire campus in the Spring of 2011, and put up on the HUTV website for distribution. (Note: All content will belong to the filmmakers, though HUTV will host the film on our site.)

While HUTV will be involved in the production and distribution of the content produced, creative control of the project is completely up to you. We're giving you the chance to write that story you've had in your head for months, take on the challenge of directing a full length movie project, or get your name in the opening credits as a producer.

Now's the time to make your movie. HUTV will give you the resources, the budget, and will help you fill out a crew, all while letting it remain YOUR film. So let's get you started. Fill out the application for writer, director, or producer below and get it back to us by **April 29th**!

What We Expect from You

To be dedicated: Involvement in such an extensive and ongoing project is no simple task. We ask that you consider engaging in this collaborative and long-term process seriously. Once you've been chosen, you will be expected to follow through on your semester long commitment, and work closely with other crew members to produce a complete film.

To work hard: Creating a film will require many hours of your time and many drops of your sweat. That being said, there is nothing as satisfying as sitting down to watch professional content that you created.

To stick to schedule: For this project to be successful, careful planning will go into a calendar of what needs to be finished when, and this schedule will need to be followed religiously. Once one department starts to slack or take it's time, the entire project begins to unravel.

To keep lines of communication open: This will be your project and though HUTV will be involved in overseeing production, we're here to help you in all areas of production. Many of us are experienced in the creative process and we're more than willing to give our input or help without stepping on your toes. This is your project—but don't be afraid to reach out to us!

Roles & Responsibilities

A full cast and crew will not be assembled until a script and story have been developed, but the following positions, which we'll call our "Above the Line" crew, will be selected in the Spring/Early Summer 2010 and be expected to commit consistent time and energy to the year-long production.

Producer/Co-Producer: Producers manage various areas of the film depending on it's needs. These duties can include: scheduling, coordination, and general production tasks. They are responsible for overseeing the process, keeping tabs on the creative departments, and ensuring that filming runs both smoothly and efficiently.

Director/ Assistant Director: The director is responsible for managing casts and crews on set, selecting shots, and running shoots in general. This position can be held by an individual, or a team of two or three that demonstrate a PHENOMENAL working relationship. (Disputes between creative parties can often destroy a film, even late in the process.) The director will be on set for every call, but will be a major presence at all points of production: working with writers and rehearsing with actors in the fall, art director and DP during the shooting stage, and working closely with editors and publicists during post.

Screenwriter: The screenwriters will be responsible for creating the story and writing the feature length screenplay. The writers, with the director(s), will be responsible both for having a shooting script ready for principal photography, and will be on set for necessary rewrites from day to day. This job will likely begin during the Summer of 2010 and will require significant effort all the way through shooting wrap in the Spring. The screenwriter is also invited to give notes during the rough cut stage of editing.

Editor: The editor will be in charge of turning what the cast and crew capture into an actual feature. This job will include viewing rushes and logging good takes, assembling segments, sequences, and cuts, and preparing rough, fine, and final cuts during the Spring term. The editor will also work closely with a composer to score the film after picture lock, and prepare it for its springtime release and screening. The editor will also be primarily responsible for assembling a promo/trailer to be released early in the spring.

Publicity Manager: The Publicity Manager will work closely with the producers and directors to decide what image the film will take on and how it can be marketed to both potential cast and crew and to the undergraduate population. The publicity manager will also work closely with the director and editor on the promo/trailer, and be responsible for entering the production into possible film festivals and contests.

Business Manager: The Business Manager ensures that limited resources don't strangle the creative spirit of the production. Business Managers apply for grants, keep track of receipts, and broker advertising deals with sponsors. Business Managers will not be *required* to stay on campus during filming, but will work closely with all creative departments during the weeks leading up to filming.

*Casting and crew drafting will happen early Fall 2010, after some semblance of the film has been established. While casting is open to all, selected **CREW MUST CONSIST OF ONLY HARVARD UNDERGRADUATES.***

APPLICATIONS ARE DUE APRIL 28th FOR WRITER, PRODUCER, AND DIRECTOR

DIRECTOR – *Application Due April 28th*

1. Please provide us with a brief resume/c.v. of projects you've worked on or any experience you have in the capacity of director. This can be plays, film projects, or any other performance work. (Feel free to attach one if you'd like.)

2. Please, as briefly as you can, pitch your vision for a film based on the following log lines. Be prepared to elaborate during your interview. What scenes do you imagine? Include a title! (Remember, you will **not** be making any of these films—we just want to get a feeling for how you think!)

A) A televangelist is forced to team up with a sports commentator in order to keep his TV program.

B) A chronically ill girl runs away from home to undergo the operation her parents are religiously opposed to.

C) The President's surgeon is framed with poisoning his only patient, and must go on the run to find the evidence that can prove his innocence. x

3. Please provide us with **both** a reel of projects directed **as well as** one complete short film or excerpt from a feature length film. (Please provide context where seen fit.)

PROJECTED CREW

Full(ish) Crew	(Projected)	Time Commitment	
Director	1/2	Full	
Producer	2	Full	
Editor	1	Full	
Writer	2	Full	
Publicity Manager	1	Full	
Business Manager	1	Full	
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Assistant Director	2	Full	
Co-Producer	3	Full	
Director of Photography	1	Fall semester/J-term	
Assistant Camera	1	Fall semester/J-term	
Art Director	1	Fall semester/J-term	
Sound Operator/Crew	2	J-term	
Composer	1	Spring semester	
Assistant Editor	1	Spring Semester	
DP Crew	2	J-term	
Art Crew	1	J-term	
Costume/Makeup	1	J-term	

TIMELINE

Spring 2010: Writers, Producers, Directors are chosen. Discuss ideas before leaving for the Summer.
 Summer 2010: Filmmakers work on script development, writers write early drafts.
 October 2010: Below the line crew applications go out. Script is locked. Film is cast.
 January 2011: Principal photography. (Exact schedule is still to be determined)
 February 2011: Assemblage due. Publicity meetings.
 March 2011: Trailer released.
 April 2011: Screening at HUTV Film Festival.

*****REMEMBER—WE NEED TO FILL A WHOLE CREW, SO THERE ARE LOTS OF WAYS TO GET INVOLVED IN THIS FILM. PLEASE LET US KNOW IF YOU ARE INTERESTED IN ANY OF THE POSITIONS ABOVE FOR DOWN THE ROAD*****

FAQ

Q: What criteria does the board use in selecting the crew?

A: HUTV is looking for the most creative and ambitious filmmakers to go out and shoot their own movie. A project of such scope will require talent and experience, but dedication is of the utmost importance. Show us that you've got what it takes and you've got the heart, and we'll give you everything you need to make a film.

Q: I don't have a lot of experience working on film sets. Is it still worth applying?

A: Absolutely. Filmmaking isn't only it's own skill set—it is a process that touches on a lot of important skills and abilities, including artistic vision, communication, and passion.

Q: How do I become a member of the HUTV board?

A: Board members are elected at the end of the calendar year and opportunities to run for the board will be sent over the HUTV open list. Candidates need not be members of current shows, though familiarity with these shows is recommended.

Q: Can I still apply if I don't have a full staff?

A: Yes. We don't expect you to apply in conjunction with students applying for other positions, though it is understandable if you want to do so.

Q: When do we find out the Board's decision?

A: The Board will notify applicants no more than two weeks following their interview.

Q: This sounds like too big a time commitment. Can I be more leisurely involved?

A: Of course. This application is a means of compiling a core team responsible to see the production process through, but we need your help at every step. Whether it's helping organize pre-production in the fall, shooting over J-term, or helping with publicity in the Spring, we'll need your help at every step of the way! Please let us know when you want to get involved, and we can definitely make you part of the team.

Signatures

I understand the commitment expected of me and I look forward to participating in making a kick-ass movie. (But not the movie *Kickass*, in theaters now.)

Filmmaker

Additional Member: