



High School Production Conventions

ADMIN

- Producer and Director should try to “walk through” the scheduled play or musical’s location
- If no “walk through” is conducted, a face to face meeting with the Producer of the play or musical is recommended
- High school shoots are shot on location at the various high schools in North Carolina
- ERMP needs at least 10 days notice to arrange a shoot
- Last minute arrangements to shoot a musical or play may cost more depending on the availability of camera crew
- The Producer should send the SWAT Doc to the scheduled play or musical Producer at least 10 days prior to taping
- No play or musical is to be taped without signed documentation – ever
- Most communication with the play or musical Director are between the play or musical Director and the ERMP Producer through email and phone calls
- An announcement email includes the play or musical name, date of shoot, location of the shoot, time the production crew should arrive, time the play or musicals goes on stage, if an interview is to be done, when the interview is to be done - before or after performance
- Once a date has been set to tape a play or musical at a location, the Producer must send out an announcement email to the camera crew immediately – at least 9 days in advance of the shoot.
- The Producer should resend the announcement email to remind the production crew 2 days prior to the taping
- Producer is to inform the play or musicals’ Producer about ERMP’s Local Band Exposure Project with High School Videos. ERMP may, from time to time, include a local band’s CD as an accompanying gift with media ordered

- Producer is to collect the following when corresponding with play or musicals; high school name, manager's name, mailing address, email address, all phone numbers
- Producer is to send bill to play or musical Producer the day after the event is shot
- Producer is to advise play or musical Producer of the 2 – 6 week editing turnaround time
- Producer is to advise play or musical Producer as to the length of the edited show. Any show over 90 minutes is a two DVD set. Limitations of the software. VHS tapes can go to 2 ½ hours.
- Play or musical Producer receives 1 proof copy of the event to review for limited editing changes on misspellings or gross errors
- ERMP will mail or drop off the proof copies to the High Schools
- Play or musical Producer has up to 10 days to make corrections to the Proof Copy and inform the ERMP Producer of those errors in email form
- Once changes have been made, Production may produce another proof copy for the play or musical Producer if time permits
- Once the changes are agreed upon, the play or musical Producer then gives a verbal agreement to duplicate and the play or musical Producer states the amount of each media to duplicate (15 DVD's; 34 VHS tapes)
- Once the ERMP Producer receives verbal agreement for production of video for sale from the play or musical Producer, the ERMP Producer is to alter the Production Crew of the "Go Ahead" for duplication immediately by email and phone call
- Once the dollar amount of the initial delivery of media is determined, ERMP will issue a bill for that amount to the play or musical Producer.
- Delivery of media occurs after payment from the play or musical Producer is received and processed by ERMP
- ERMP Producer will drop off the copies for sale at the High School to the Play or Musical Producer's attention
- Once the primary shipment has been delivered by the ERMP Producer to the play or musical Producer, any additional orders may cost more
- The play or musical Producer should order all original and additional copies from the ERMP Producer

- If Additional copies of the event are ordered, the Producer is to issue a bill for the additional copies immediately to the play or musical Producer

PRODUCTION

- Use at least three cameras; one dead center for wide angle and sound; one on the right; and one on the left; if extra cameras, get close ups of actors
- Camera right, camera left should get as much of the stage as reasonable
- No Zooming – at all
- When taping, the more lights the better the results – darkness is the enemy of the camera
- Producer is to collect from the play or musical manager the playbill
- Producer is to tell the production crew when to change tapes – during intermission if possible