

The 2-2 Plan

Studio 22

Co-Chair – Chris Simonson

Co-Chair – Andy Van Beek

Production Coordinator – Nick Perron-Siegel

Finance Chair – Adam Docksey

Script Co-Chair – Dan Siegel

Script Co-Chair – Rebecca Loeser

What is “The 2-2 Plan”?

It’s Studio 22’s new policy for ensuring responsible and organized student-filmmaking.

Introductory Meeting

A meeting two weeks after grants awarded

Producer(s) must be secured

Finance Presentation

Production/Risk Management Presentation

Outline for script revisions

Contract Signing

The First “2”

A meeting two weeks prior to your production weekend

Production Coordinator must approve RMPs *before* this date

(or a physical meeting with Leland Roth)

“Production Plan” submitted to Production Coordinator (one physical copy)

“Finance Plan” submitted to Finance Chair (one physical copy)

Updated Production Calendar (two physical copies)

Finalized Script (digital or physical accepted)

The Second “2”

A meeting after production is finished (no later than 8th week Spring Quarter)

Production Report

Financial Status Report

Reimbursement Plan

Post Production Plan/Schedule

What’s in a “Production Plan”?

-Brief description of your project

*Include technical/logistical concerns

-RMP Report

*Quick overview of your Risk Management Plan

*Approved by Prod. Coordinator before second meeting

*Or a physical meeting w/ Leland Roth

-Equipment Rental Report

*List of rental houses + equipment being rented

*Reservation for Cage equipment must be completed

-Film/Tape Stock Report

*Must be ordered by first “2” meeting

-A Locations Report

*Contact w/ all potential locations required

-Complete crew list w/ contact information

What's in a "Finance Plan"?

- Mirrored from the "Production Plan", include expenses that will need to be fronted by S22
- Equipment rentals (Prod prod, Fletcher, ILC, Uhaul, etc.)
 - *Invoices w/ listed equipment and exact price *without tax* required
 - *Tax Exempt forms avail. through Finance Chair
- Any contractual agreements (all payments to any *individual*, i.e. actors, location owners, Mark Woods)
 - *All contracts must be completed by the second meeting
 - *Contracts avail. through Finance Chair
- Location Fees (separate from individuals, as stated above, these are for established businesses where locations are commonly rented out to groups (i.e. Holiday Inn, meeting rooms, party rooms, etc))
- Insurance Fees
 - *\$3 for every \$1000 of value for "approved" purposes
 - *Premiums for external insurance from outside insurance agencies
 - *Invoice w/ listed expenses and total price *without tax* required
 - *Tax Exempt forms avail. through Finance Chair
 - *Permits for outdoor filming/road closings
- Production design expenses
 - *Set construction materials
 - *Invoices w/ listed materials and exact price *without tax* required (for amounts over \$100 only)
- Updated, detailed budget

Calendar

- Update to include:
 - Dates you need checks from Studio 22
 - Dates and times you will be picking up/dropping off your rented equipment
 - Plan for production weekend (approx. times you will be shooting each scene)
 - Dates to log and capture footage
 - Detailed Editing timetable