

Masterclass  
2025

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# Creating a Production Schedule

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**original**  
BRANDED  
ENTERTAINMENT



# SCHEDULING

APA Masterclass  
Monday, 10 Feb 2025

# WHAT IS A SCHEDULE?

It is a clear, concise outline of exactly what is happening, at what time, on which date, with whom and what can be expected along the way

Notes	H	★H	H	★H	★H	★H	H	★H	H	★H	H	★H	H	FOH	FXH	H	H	★H	H	FXH	FOH	FX★H	FO★H	H	H
Facilities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
London Paddington	0706	0730	0906	1006	1000	1106	1133	1205	1305	1406	1506	1606	1636	1636	1703	1733	1803	.	1835	1835	1903	1903	1945	2035	
Reading	0733	0759	0935u	1032u	1027	1133u	1201	1233u	1333u	1434u	1533u	1632u	1704	1704	1730u	1801	1831u	.	1903	1903	1933	1933u	2012	2102	
Taunton	0902	0944	1053	.	1229	1302	1340	.	1447	1549	1703	1749	1844	1844	1851	1940	1949	.	2046	2046	2054	2054	2148	2237	
Tiverton Parkway	0916	.	1106	.	.	1315	.	.	1501	1602	1718	1803	1857	1857	1905	1954	.	.	2059	2059	2107	2107	2202	2250	
Exeter St Davids	0930	1009	1121	1206	1254	1332	1404	1406	1516	1617	1733	1818	1913	1914	1920	2009	2014	2009	2116	2116	2122	2122	2217	2305	
Newton Abbot	0953	1036	1144	1229	1323	1352	.	1428	1541	1640	1758	1842	1935	.	1942	2036	2057	.	2136	2144	2144	2239	2328		
Torquay	1018	1049	1220	1252	1336	1421	.	1453	1610	1713	1821	1927	.	.	2024	.	.	2111	.	.	2214	2214	.	2344	
Paignton	1025	1057	1228	1301	1345	1429	.	1500	1618	1722	1830	1934	.	.	2032	.	.	2122	.	.	2223	2223	.	2353	
Totnes	1006	.	1157	.	.	1405	.	.	1554	1653	1811	1855	.	.	1955	.	2049	.	.	.	2157	2157	2252	2341	
Plymouth	1033	.	1227	1305	.	1435	.	1505	1623	1721	1839	1926	2015	.	2024	.	2118	.	.	2215	2226	2226	2325	0011	
Truro	1153	.	.	1425	.	.	.	1625	.	1847	1958	2047	.	.	2146	.	2236	.	.	.	.	2353	.	.	
Penzance	1237	.	.	1511	.	.	.	1712	.	1933	2042	2131	.	.	2228	.	2313	.	.	.	.	0040	.	.	
		DX		CR	TE	MF		RD		CM							GH				AR	AR			

Like a train time table it has –

A start and an end

When to pay attention, changing trains

What to expect along the way

Where it fits in the year/month/week

Food and drink on the journey

The best schedules create immediate comfort – because someone has thought it through  
THERE IS NOTHING YOU DON'T NEED, NOTHING THAT ISN'T IMPORTANT TO EVERYONE



A schedule can have a gazillion permutations. More than a pack of cards which has only 52 cards.

Now ....

A magic trick that will blow your mind with its simplicity.





A schedule can have a gazillion permutations. More than a pack of cards which has only 52 cards.

What would you guess is the chance of this order of cards ever appearing again? One in ...?



80 million million million  
million million million million  
million million million million  
permutations

This pack of cards which has only 52 cards and has this many permutations.

80,658,175,170,943,878,571,660,636,856,403,766,975,289,505,440,883,277,824,000,000,000,000

Production Schedule: Virtually infinite and there's not one single, correct one.



# HOW IMPORTANT IS THE SCHEDULE REALLY?

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- The schedule is 10% of the final Masterclass exam.

# SCHEDULING IS SIMPLY PROJECT MANAGEMENT

Once you can do it, you can do anything that requires planning.





Transport, Construction, Manufacture, Wedding Planning. It's all Project Management/Production.

# SCHEDULING'S TWO VITAL ELEMENTS

Sequence & Parallel



## Sequence

What are some examples of things you have to do in sequence?  
Let's choose one aspect – Casting.

## Parallel

And what sort of things can be done at the same time?  
Talk me through the first days after the job awards.

In your schedule things have to happen in a LOGICAL ORDER.

Many things can happen at the same time.

But don't do things too soon – like storyboards and the tech scout.

And never leave things until too late – like casting or set builds.

Everyone would like more time but not on your dime.

Give yourself and your team the chance to shine.



R  
P  
A

The THREE Essential Constants in every process

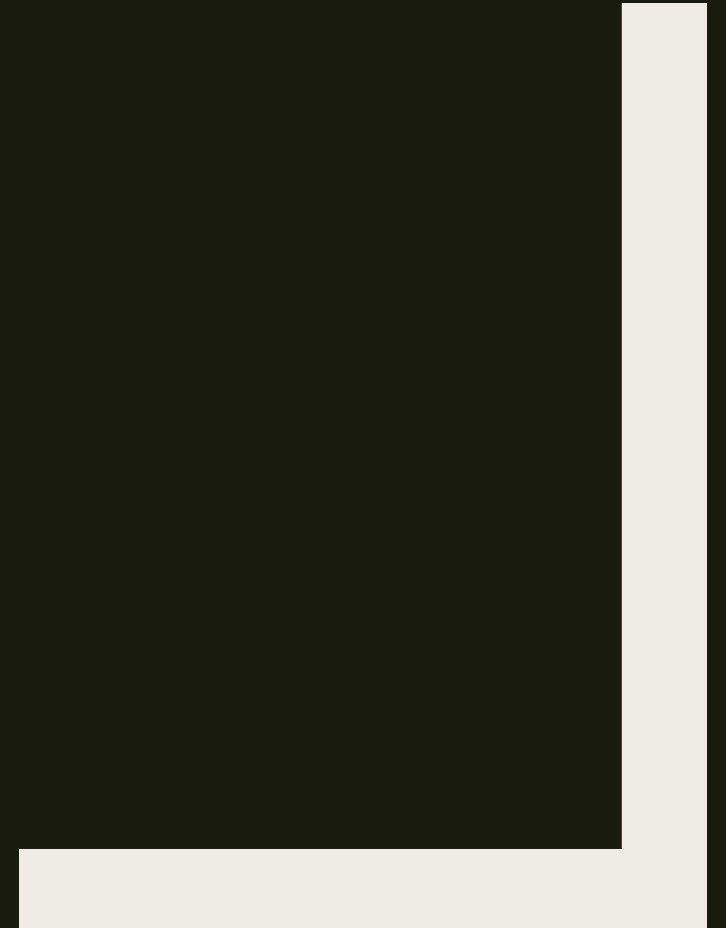
APA

R  
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# RESEARCH PERMISSION APPROVALS

The THREE Essential Constants

APA



## RESEARCH

Thinking time; desk, web and library research: this is the time everybody needs to prepare do their job properly. Even you. Especially you.

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## PERMISSION

Necessary outside intervention from parties not on your payroll/under your control. These could be legal (child licensing, work permits, travel authority); administrative (council approval for locations or parking) or regulatory (foreign visas, vets on shoots, epilepsy sign off, drone permissions).



## RESEARCH – You & your team

Thinking time; desk, web and library research: this is the time everybody needs to prepare do their job properly. Even you. Especially you.

## PERMISSION – Authorities

Necessary outside intervention from parties not on your payroll/under your control. These could be legal; administrative or regulatory.

## APPROVAL – Agency AND Client

More people than you can imagine will want a say on your production. Most of them you will never have met nor will you be able to discuss their comments. Always allow time for them to consider and respond. They usually have *even* more important things to do than watch your work in progress.

What might the R, P or A aspects be in these?

Location scouting

Casting Children

Booking a DoP

Travel & hotels

Music

# DOING THE SCHEDULE

Just get on with it

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16 APRIL	17	18 GO AHEAD	19	20	21	22
23	24	25	26	27	28	29
30	1 MAY	2	3	4	5	6
7 BANK HOLIDAY	8	9 DENTIST	10	11	12	13
14	15	16 CREATIVE DIRECTOR IN CHICAGO	17	18	19	20
21	22	23	24	25	26	27
28 USA BANK HOLIDAY	29	30	31	1 JUNE	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 DIRECTOR AWAY ON HOLIDAY
25	26	27	28	29	30	1 JULY AIRDATE

Insert Start and End points

Insert your own critical dates

Insert Holidays

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16	17	18 <b>GO AHEAD</b>	19 Loc'n Scout	20	21	22
23	24	25 Casting Session	26	27	28 Casting Session	29
30 Loc'ns to Agency	1 MAY	2 Casting Session	3	4 Casting Recall	5	6
7 BANK HOLIDAY	8 Cast to Agency/Client	9 DENTIST	10 Loc'n Approval	11 Approve Cast	12	13
14	15	16	17	18 Wardrobe Call	19	20
CREATIVE DIRECTOR IN CHICAGO						
21 PPM	22 Tech Scout	23	24	25	26	27
SHOOT						
28 USA BANK HOLIDAY	29	30	31	1 JUNE	2	3
Offline						
4	5	6	7	8	9	10
Offline						
11 Final Cut to Client	12	13 Approve Offline	14	15 Colour Grade	16	17
18	19	20	21 Online Approval	22	23	24
Online						
DIRECTOR AWAY ON HOLIDAY						
25 Playout	26	27	28	29	30	1 JULY <b>AIRDATE</b>



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23	24	25 Casting Session	26	27	28 Casting Session	29
30 Loc'ns to Agency	1 MAY	2 Casting Session	3	4 Casting Recall	5	6
7 <b>BANK HOLIDAY</b>	8 Cast to Agency	9 <b>DENTIST</b>	10 Loc'n Approval	11 Approve Cast	12	13
14	15	16	17	18 Wardrobe Call	19	20
21 PPM	22 Tech Scout	23	24	25 <b>SHOOT</b>	26	27
28 <b>USA BANK HOLIDAY</b>	29	30	31	1 JUNE	2	3
4	5	6	7	8	9	10
11 Final Cut to Client	12	13 Approve Offline	14	15 Colour Grade	16	17
18	19	20	21 Online Approval	22	23	24
25 Playout	26	27	28	29	30	1 JULY <b>AIRDATE</b>



# Audible "The Breakdown" Production Schedule - Fold7

V1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16	17	18 <b>GO AHEAD</b>	19 Loc'n Scout	20	21	22
23	24	25 Casting Session	26	27	28 Casting Session	29
30 Loc'ns to Agency	1 MAY	2 Casting Session	3	4 Casting Recall	5	6
7 <b>BANK HOLIDAY</b>	8 Cast to Agency	9	10 Loc'n Approval	11 Approve Cast	12	13
14	15	16	17	18 Wardrobe Call	19	20
21 PPM	22 Tech Scout	23	24	25 <b>SHOOT</b>	26	27
28 <b>USA BANK HOLIDAY</b>	29	30	31	1 JUNE	2	3
4	5	6	7	8	9	10
11 Final Cut to Client	12	13 Approve Offline	14	15 Colour Grade	16	17
18	19	20	21 Online Approval	22	23	24
25 Playout	26 Sound & Music Mix	27	28	29	30	1 JULY <b>AIRDATE</b>



# SCHEDULE CHECKLIST

Work backwards

Allow enough time for prep

Remember that you may need permissions

Leave enough time for approvals (agency & client)

Observe the two tech scout rules:

Immediately before the shoot

Leave a day to react





There are no right or wrong answers in a schedule only ILLOGICAL or IMPRACTICAL errors. You need to be able to defend your schedule in the same way you defend your budget. So spend time making sure it makes sense and is practical for everyone concerned. There often isn't the time to do things perfectly. That's production. Get over it.

**Creating a good schedule and budget may be the only time your production goes perfectly.**