

## Production timeline and schedule:

### **PRELIMINARY PRE-PRODUCTION SCHEDULE & PRODUCTION TIMELINE**

<b>Week</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>1</b>	<b>10th April</b>	<b>11th April</b>	<b>12th April</b>	<b>13th April</b>	<b>14th April</b>
	Creating pitch for factual programme production to communicate ideas regarding the documentary that will be produced.	Pitch is developed and perfected to display both creativity and flair.	Peer feedback is obtained for pitch and developed and improved based on the comments given.	Begin with the preproduction process. Idea is outlined and treatment is created.	As part of the preproduction report, a production schedule and timeline is created to be organised and acknowledge of deadlines. In addition to this, a risk assessment and contingency table is composed.
<b>2</b>	<b>17th April</b>	<b>18th April</b>	<b>19th April</b>	<b>20th April</b>	<b>21st April</b>
	Visual script will be written to gain a understanding of the content that will be presented on-screen at each moment of time throughout the factual programme.	Location scouting will be carried out to assess the suitability of each location that can be used for where footage can be shot. Additionally, an equipment list, shot list and shot log will be created to be prepared for the days of the actual shooting of footage.	Equipment will be gathered and tested to determine whether or not it will be fully functional for the shooting process. The camera's batteries will be charged and the presence of all other equipment is re-checked.	1030 - 1200: Travel via MTR to Ocean Park Station 1200 - 1230: Equipment will be setup at the shooting location right outside the entrance of Ocean Park. 1230 - 1430: Short clips will be captured of Ocean Park's premises and the theme park's visitors. 1430 - 1530: Interview scene will be recorded.	All footage captured from previous day will be arranged and sorted out, as well as reviewed for quality assurance.
<b>3</b>	<b>24th April</b>	<b>25th April</b>	<b>26th April</b>	<b>27th April</b>	<b>28th April</b>
	This day will be kept vacant in case a retake needs to be conducted from the first shooting location, Ocean Park.	1100 - 1230: Travel on bus to get to Hong Kong Disneyland. 1230 - 1430: Footage is taken of HK Disneyland's park premises and visitors. 1430 - 1600: Interview scene is shot.	Footage captured from the previous day is reviewed to determine whether or not it is up to the mark and is of a good enough quality to be used in the factual programme	This day will be kept vacant in case a retake needs to be conducted from the second shooting location, HK Disneyland.	Editing process will have begun and the introductory part of the factual programme will be stitched together using footage captured of Ocean Park and HK Disneyland's theme park premises and visitors.
<b>4</b>	<b>1st May</b>	<b>2nd May</b>	<b>3rd May</b>	<b>4th May</b>	<b>5th May</b>
	Editing process will be continued and video will be refined.	Editing process that was being conducted from previous day will carry on.	Editing will be continued on and transitions will be created.	Proceed with editing of factual programme.	Entire video will be reviewed and made final touches to.
<b>5</b>	<b>8th May</b>	<b>9th May</b>			
	Peer feedback will be obtained and necessary changes will be made	Factual programme will be put up for audiences to watch.			