

## SEMESTER 7 - OVERVIEW

WEEK	MILESTONE			GRADE
Week 2	<b>1. Story Treatment &amp; Rough Storyboards</b>			10%
Week 3	<b>2. Story Pitch &amp; Concept Art</b>			10%
Week 4	<b>3. Finished Storyboards &amp; Script</b>			10%
Week 7	<b>Leica Reel CRITIQUE with INDUSTRY GUESTS</b>			
Week 7	<b>4. FINISHED LEICA REELS (Two versions - :60 and full-length)</b>			20%
<i>READING WEEK</i>				
Week 8	<b>Leica Reel Screening</b>			
Week 10	<b>(2D)</b> <b>5. Layout Packages and Pose Test Reel</b>	<b>(3D)</b> <b>5. Models &amp; Animatic Reel</b>	<b>(StopMo)</b> <b>5. Sets, Puppets &amp; Props (30% complete)</b>	15%
Week 13	<b>(2D)</b> <b>6. Performance Test &amp; Action Analysis</b>	<b>(3D)</b> <b>6. Rigging Completed</b>	<b>(StopMo)</b> <b>6. Puppets (100%), Sets &amp; Props (70% complete)</b>	10%
Week 14	<b>7. Production Plan: Asset Estimate , Shot Breakdown &amp; Production Schedule</b>			10%
Week 14	<b>8. Lecture Journal</b>			15%

<b>Milestone 1 STORY TREATMENT &amp; ROUGH STORYBOARDS week 2 - 10%</b>	
<b>Student Name:</b> _____	<b>Section:</b> _____
<b>Mentor/Producer:</b> _____	<b>Date:</b> _____
<b>CONCEPT/CRITERIA</b>	%
<b>1. STORY PREMISE &amp; SUMMARY.</b>	/10
<b>2. STORY DETAILS:</b> <b>1. Setting:</b> <b>2. Principal Character Descriptions:</b> <b>3. Key Story Beats:</b> a) Setup b) Conflict: c) Complications: d) Resolution: <b>4. Complete Character List:</b> <b>5. Complete Location List:</b> <b>6. Other: History, Cultural References, etc.</b>	/30
<b>3. PRODUCTION DETAILS:</b>  <b>1, Length:</b> <b>2. Intended Audience:</b> <b>3. Visual Style:</b> <b>4. Musical/Audio Style:</b> <b>5. Techniques / Technology:</b>	/10
<b>4. ROUGH STORYBOARDS</b> - Addressed scope of story - Demonstrated story continuity - Clear Communication of story key points - Ensured readability of images -Submitted on 16:9 storyboard template -Scene and Panel numbers -text description with panels (e.g. dialogue, action explanation, audio cues)	/40
<b>5. Professional Presentation.</b>	/10
<b>Late assignments will be deducted 20% per day</b>	<b>minus</b>
<b>TOTAL</b>	<b>/100%</b>

<b>MILESTONE 1 - STORY TREATMENT FORM STORY DETAILS</b>	
<b>Student Name:</b> _____	<b>Section:</b> _____
<b>Mentor/Producer:</b> _____	<b>Date:</b> _____
<b>WORKING TITLE:</b> _____	
<b>LOG LINE:</b> _____	
<b>Setting:</b>	
<b>Characters:</b>	
<b>Conflict:</b>	
<b>Complications:</b>	
<b>Crisis:</b>	
<b>Resolution:</b>	
<b>Other: History, Cultural References, etc.</b>	

**MILESTONE 1 - STORY TREATMENT FORM  
PRODUCTION DETAILS**

**Student Name:** \_\_\_\_\_ **Section:** \_\_\_\_\_

**Mentor/Producer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Length:

Intended Audience:

Style/Genre:

Technique/Technology:

**STORY SYNOPSIS**

PROJECT: _____	Date: _____	Page: _____
Name: _____	Mentor: _____	Group: _____

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<b>Milestone 2</b> <b>STORY PITCH &amp; CONCEPT ART</b> <b>week 3 - 10%</b>	
<b>Student Name:</b> _____ <b>Section:</b> _____	
<b>Mentor/Producer:</b> _____ <b>Date:</b> _____	
<b>STORY PITCH</b> 1. Well prepared and organized presentation of a variety of visual materials (e.g. initial character designs, sample settings, broad visualization of designs and the story)	/20%
<b>STORY PITCH</b> 2. Communicated story concept clearly to others	/15%
<b>STORY PITCH</b> 5. Evidence of clarity and consolidation in story development	/5%
<b>STORY PITCH</b> 3. Evidence of development of an individual style	/5%
<b>STORY PITCH</b> 6. Incorporated concepts and principles addressed in lectures, meetings, workshops and the feedback from critiques in production meetings effectively Delivered within the required 10-minute time frame	/5%
<b>CONCEPT ART PACKAGE</b> - character descriptions - character poses & expressions - prop designs - set & layout concepts - reference work	/50%
<b>Late assignments will be deducted 20% per day</b>	minus
<b>TOTAL</b>	<b>/100%</b>

<b>Milestone 3 FINISHED STORYBOARDS &amp; SCRIPT week 4 - 10%</b>	
<b>Student Name:</b> _____	<b>Section:</b> _____
<b>Mentor/Producer:</b> _____	<b>Date:</b> _____
<b>STORYBOARD - STORY</b>  Addressed scope of story Demonstrated story continuity Clear Communication of story key points Clear Depiction of Principal Characters	/30
<b>STORYBOARD - VISUAL</b>  Ensured readability of images Visual Composition Visual Continuity Camera Angles & Distance Cinematic presentation Title and end-credit design	/30
<b>STORYBOARD - FORMAT</b> -Submitted on 16:9 storyboard template -Scene and Panel numbers -text description with panels (e.g. dialogue, action explanation, audio cues) -scene transitions indicated with appropriate labeling	/20
<b>SCRIPT</b> - properly formatted - length 2-4 pages - professionally presented (e.g. grammar, spelling)	/20
<b>Late assignments will be deducted 20% per day</b>	minus
<b>TOTAL</b>	<b>/100</b>
<b>COMMENTS:</b>  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	

PROJECT: _____	Date: _____	Page: _____
Name: _____	Mentor: _____	Group: _____

SC.	BG:	Panel:

DIALOG:
ACTION:
MUSIC & FX

SC.	BG:	Panel:

DIALOG:
ACTION:
MUSIC & FX

SC.	BG:	Panel:

DIALOG:
ACTION:
MUSIC & FX



<b>Milestone 4. FINISHED LEICA REEL with Rough Audio Mix week 7 - 20%</b>	
<b>Student Name:</b> _____ <b>Section:</b> _____ <b>Mentor/Producer:</b> _____ <b>Date:</b> _____	
<b>LEICA REEL - STORY</b> Addressed scope of story (e.g. running time) Demonstrated story continuity Clear Communication of story key points Clear Depiction of Principal Characters	/20%
<b>LEICA REEL - VISUAL</b> Ensured readability of images Effective Composition Cinematic Technique - Effective use of Camera Angles & Distance Cinematic Technique - Effective use of transitions (fades, cuts, dissolves) Cinematic Technique - Effective Timing Good Visual Continuity Title and end-credit Incorporated into visual design	/20%
<b>SOUND TRACK</b> - Appropriate Temp Music, Fine-cut to length. - Final Voice Track for Lip sync. - Effective use of Sound effects.	/15%
<b>TECHNICAL</b> Assembled scenes into digital story reel, as per Master Technical Specifications. Length: appr. 2 minutes (for project of 120 seconds duration) Aspect Ratio 16 x 9 Scene and Panel numbers Audio specs 48 khz, 16 bit, stereo Audio Mixed to Reference Level of -15db	/15%
<b>SHORT VERSION :60</b>	/20%
<b>PARTICIPATION IN SCREENING</b>	/10%
<b>Late assignments will be deducted 20% per day</b>	minus
<b>TOTAL</b>	<b>/100%</b>

**Milestone 5  
2D PROJECTS:  
LAYOUT PACKAGES & POSE TEST REEL  
week 10 - 15%**

**Student Name:** \_\_\_\_\_ **Section:** \_\_\_\_\_  
**Mentor/Producer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p><b>LAYOUT PACKAGES (per scene):</b></p> <p><b>Each package to include:</b>                  a) Background with all overlays                  b) Character Poses - Expressive, On Model, On Scale                  c) Field Guide - including Camera moves &amp; Ground Grid</p>	/50%
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<p><b>POSE TEST REEL:</b></p> <p>Assembled Layout packages into digital story reel, as per Master Technical Specifications. with audio guide track and other criteria as per Milestone 5</p>	/50%
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<p>Late assignments will be deducted 20% per day</p>	minus
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<p><b>TOTAL</b></p>	<b>/100%</b>
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**COMMENTS:**

<b>Milestone 5</b> <b>3D PROJECTS:</b> <b>MODELS AND ANIMATIC REEL</b> <b>week 10 - 15%</b>	
<b>Student Name:</b> _____	<b>Section:</b> _____
<b>Mentor/Producer:</b> _____	<b>Date:</b> _____
<b>MODELS</b>	
<b>a) Modeling of Characters</b> - Completeness, Sculpt quality - Balanced Detail and Resolution - Anatomical edge flow - UV layout	/30%
<b>b) Modeling of Sets and Props</b> - Completeness, Sculpt quality, Balanced Detail and Resolution - Anatomical edge flow, UV layout	/30%
<b>c) Colour and Texture 20%</b> - Attractive Colours, Appropriate Materials, Texture seams hidden - No Texture stretching	/20%
<b>ANIMATIC REEL</b> - NB: Only rigid models required - Correct Sizes, Camera Angles and Distance - Basic lighting, Speeds - Audio guide track and other criteria as per Milestone 5	/20%
<b>Late assignments will be deducted 20% per day</b>	minus
<b>TOTAL</b>	<b>/100%</b>
<b>COMMENTS:</b>	

<b>Milestone 5</b> <b>STOP-MOTION PROJECTS:</b> <b>SETS, MODELS &amp; PROPS</b> <b>week 10 - 15%</b>	
<b>Student Name:</b> _____	<b>Section:</b> _____
<b>Mentor/Producer:</b> _____	<b>Date:</b> _____
<b>MODELS</b>	
<b>a) Modeling of Characters (30% complete)</b> -effective armature that allows required performance -finished look of puppet maintains a consistency with original design and aesthetic -clean overall design that allows for required performance	/40%
<b>b) Modeling of Sets and Props (30% complete)</b> -choice of materials appropriate for desired look -design and construction appropriate for performance needs (doorways wide enough for puppets, no set pieces built so as to inhibit animator access, etc)... -finished look of sets and props maintains a consistency with original design and aesthetic	/40%
<b>c) Overall Colour and Texture (30% complete)</b> -colour maintains a consistency with original design and aesthetic -textures are used effectively to create a three-dimensional "feel" to the film's world	/20%
<b>Late assignments will be deducted 20% per day</b>	minus
<b>TOTAL</b>	
<b>COMMENTS:</b>	

<b>Milestone 6</b> <b>PERFORMANCE TEST &amp; ACTION ANALYSIS (2D)</b> <b>MODELING AND RIGGING (3D)</b> <b>PUPPET AND PROP CONSTRUCTION (Stop Motion)</b> <b>week 13 - 10%</b>	
<b>Student Name:</b> _____	<b>Section:</b> _____
<b>Mentor/Producer:</b> _____	<b>Date:</b> _____
<b>2D PROJECTS</b>  a) <b>PRINCIPAL CHARACTER - PERFORMANCE</b> - Effective Communication of Emotion.  b) <b>PRINCIPAL CHARACTER - ACTION ANALYSIS</b> - Believable Weight and Balance	
<b>3D PROJECTS</b>  ALL CHARACTERS - Faces and Bodies Rigged  ALL SETS - fully designed and built.	
<b>STOP MOTION PROJECTS</b>  ALL CHARACTERS - Puppets Constructed  ALL PROPS - 70 % constructed  ALL SETS - 70% built and painted.	
Late assignments will be deducted 20% per day	minus
<b>TOTAL</b>	<b>/100%</b>

<b>Milestone 7 PRODUCTION PLAN week 14 - 10%</b>	
<b>Student Name:</b> _____	<b>Section:</b> _____
<b>Mentor/Producer:</b> _____	<b>Date:</b> _____
<b>1. PRODUCTION ASSET ESTIMATE</b> Asset List with Design, Rigging and Build Time Estimates (see attached templates)	/30
<b>2. SHOT BREAKDOWN:</b> a. Shot-by-shot breakdown with time and complexity estimates	/40
<b>3. PRODUCTION SCHEDULE:</b> a. Production Calendar, January - April	/30
<b>Late assignments will be deducted 5% per day to maximum of 50%</b>	minus
<b>TOTAL</b>	<b>/100%</b>
<b>COMMENTS:</b> <div style="height: 200px;"></div>	



## Production Asset Estimate - 2-D Short film

**Project Title:** \_\_\_\_\_

<b>TASK</b>	<b>Estimate</b>	<b>Actual</b>	<b>Date</b>
<b>Character design</b>			
Research character, costume:	_____	_____	_____
Character rotation, poses and expressions:	_____	_____	_____
Color palette and style:	_____	_____	_____
<b>Layout</b>			
Research settings and style:	_____	_____	_____
Rough layouts:	_____	_____	_____
Final blue pencil layouts with camera moves:	_____	_____	_____
Props and other elements:	_____	_____	_____
Paint layouts:	_____	_____	_____
Scan backgrounds:	_____	_____	_____
<b>Animation</b>			
Rough thumbnail poses:	_____	_____	_____
Timing with sound and exposure sheets:	_____	_____	_____
Sound and lip syncing:	_____	_____	_____
Key frames:	_____	_____	_____
In-betweening:	_____	_____	_____
Rough first pass of animation:	_____	_____	_____
Secondary animation pass:	_____	_____	_____
Final clean up pass:	_____	_____	_____
Inking pass:	_____	_____	_____
Painting pass:	_____	_____	_____
<b>Compositing and coloring</b>			
Combine colored BG and animation:	_____	_____	_____
Adding to story reel as scenes develop:	_____	_____	_____
<b>Audio Post</b>			
Sound Effects Select. & Editing:	_____	_____	_____
Foley Recording:	_____	_____	_____
Music Selection & Editing:	_____	_____	_____
Dialog Editing:	_____	_____	_____
Final Audio Mix:	_____	_____	_____
<b>Project Backup:</b>			
<b>Final HD rendering w/sound:</b>	_____	_____	_____
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<b>TOTAL TIME</b>	_____	_____	_____



## Production Asset Estimate - Stop-Motion Short film

**Project Title:** \_\_\_\_\_

TASK	Estimate	Actual	Date
<b>Character design</b>			
Research character, costume:	_____	_____	_____
Character build:	_____	_____	_____
<b>Set, Props, Lighting</b>			
Research settings and style:	_____	_____	_____
Set construction:	_____	_____	_____
Prop creation:	_____	_____	_____
Props and other elements:	_____	_____	_____
Lighting requirements and set-up:	_____	_____	_____
<b>Animation</b>			
Rough thumbnail poses:	_____	_____	_____
Timing with sound and exposure sheets:	_____	_____	_____
Sound and lip syncing:	_____	_____	_____
Shot breakdown:	_____	_____	_____
Shooting schedule:	_____	_____	_____
Green screen schedule (if necessary):	_____	_____	_____
Secondary animation pass:	_____	_____	_____
<b>Compositing and coloring</b>			
Compositing (if necessary):	_____	_____	_____
Adding to story reel as scenes develop:	_____	_____	_____
<b>Audio Post</b>			
Sound Effects Select. & Editing:	_____	_____	_____
Foley Recording:	_____	_____	_____
Music Selection & Editing:	_____	_____	_____
Dialog Editing:	_____	_____	_____
Final Audio Mix:	_____	_____	_____
<b>Project Backup:</b>			
<b>Final HD rendering w/sound:</b>	_____	_____	_____
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<b>TOTAL TIME</b>	_____	_____	_____

NB - When creating a stop-motion animated film, one must take into consideration the time required to build characters, locations/sets and props. Assuming one has already invested the time in script writing, storyboards, character design, location designs and prop requirements, the above is a rough timeline of production. For a more detailed and project specific schedule, please see me directly. - Jason Thompson

# Production Asset Estimate - 3-D Short film

**Project Title:** \_\_\_\_\_

<b>TASK</b>	<b>Estimate</b>	<b>Actual</b>	<b>Date</b>
<b>Modeling</b>			
Character expressions:	_____	_____	_____
Mouth Blend Shape:	_____	_____	_____
<b>Character rigging</b>			
Building of the bones:	_____	_____	_____
Test/rig aerobics:	_____	_____	_____
<b>Texture painting</b>			
Base coat:	_____	_____	_____
Detailed Maps:	_____	_____	_____
<b>Scenes</b>			
Layout/camera/scene prep:	_____	_____	_____
Animation/ lip sync:	_____	_____	_____
Pose blocking:	_____	_____	_____
Key poses:	_____	_____	_____
Final sign off:	_____	_____	_____
Lighting rendering:	_____	_____	_____
<b>Compositing</b>			
Combine colored BG and animation:	_____	_____	_____
Adding to story reel:	_____	_____	_____
<b>Audio Post</b>			
Sound Effects Select. & Editing:	_____	_____	_____
Foley Recording:	_____	_____	_____
Music Selection & Editing:	_____	_____	_____
Dialog Editing:	_____	_____	_____
Final Audio Mixing:	_____	_____	_____
<b>Project Backup:</b>	_____	_____	_____
<b>Final HD rendering w/sound:</b>	_____	_____	_____
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<b>TOTAL TIME</b>	_____	_____	_____

<b>Milestone 8 LECTURE JOURNAL week 14 - 15%</b>	
<b>Student Name:</b> _____ <b>Section:</b> _____	
<b>Mentor/Producer:</b> _____ <b>Date:</b> _____	
<b>LECTURE JOURNAL</b>	
COMPLETENESS	
UNDERSTANDING	
Late assignments will be deducted 20% per day	minus
<b>TOTAL</b>	<b>/100%</b>

January 2010						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11 Week 1	12	13	14	15	16	17
18 Week 2	19	20	21	22	23	24
25 Week 3	26	27	28	29	30	31

<h1>February 2010</h1>						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Week 4	2	3	4	5	6	7
8 Week 5	9	10	11	12	13	14
15 Week 6 FAMILY DAY HOLIDAY	16	17	18	19	20	21
22 Week 7	23	24	25	26	27	28

<h1>March 2010</h1>						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 READING WEEK	2	3	4	5	6	7
8 Week 8	9	10	11	12	13	14
15 Week 9	16	17	18	19	20	21
22 Week 10	23	24	25	26	27	28
29 Week 11	30	31				

<h1>April 2010</h1>						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2 GOOD FRIDAY HOLIDAY	3	4
5 Week 12	6	7	8	9	10	11
12 Week 13	13	14	15	16	17	18
19 Week 14	20	21	22	23	24	25
26	27	28	29 Industry Day (tent.)	30		