

P.A.T.S. CCWA - Richmond, VA April 7-8, 2018

Instructor
Gloriana Fonseca Wills

On set contact
Anne Chapman - VFO
804-9215252

**Production Assistant
Training Seminar LLC**
1107 Fair Oaks Avenue. #466
South Pasadena CA 91030

Main Office # 800-579-1570

09:00

Estimated Wrap: 17:00

Pre-Calls:
Staff: 8:00

Sunrise:
6:46

Sunset:
7:38

Weather: 100 % chance rain, H 52F L 27F

Script:
White

Schedule:
Dbl. White

Lunch:
12:30 - 13:30

SC#	SET DESCRIPTION	CAST	TIME	NOTES
SATURDAY, APRIL 7, 2018				
Sign In	REGISTRATION <i>Students sign-in, and collect manuals</i>	2	8:30	Location Workforce Development and Conference Center 1651 Parham Road Richmond, VA VA 23228
Preface	STUDENT INTRODUCTION	2	9:00	
	INSTRUCTOR INTRODUCTION	1	9:15	
1	PRE-PRODUCTION <i>Why is pre-production necessary? What is it?</i>	1	9:30	
2	PRODUCTION <i>Roles and departments involved</i>	1	10:00	
3	THE DIRECTOR'S TEAM <i>PAs in the AD Department</i>	1	10:30	
	MORNING BREAK <i>A chance to begin to network</i>	1, 2	10:50	
3	THE DIRECTOR'S TEAM <i>PAs in the AD Department</i>	1	11:00	
	LUNCH <i>1 HOUR WALK AWAY</i>		12:30	
4	SET PROTOCOL & ETIQUETTE - YOUR FIRST DAY ON A FILM SET <i>How do I make it seem like it isn't my first day on a film set?!</i>	1	13:30	
	AFTERNOON BREAK	1, 2	15:15	
5	WALKIE TALKIES & COMMUNICATION <i>How do all these people communicate with each other?</i>	1	15:30	
SUNDAY, APRIL 8				
6	GUEST SPEAKER: GARY FIORELLI <i>PA Best Practices</i>	4	9:00	
7	GUEST SPEAKER: CAROLINE STEPHENSON <i>DGA and Production Paperwork</i>	3	10:00	
8	SCRIPT BREAKDOWN <i>From a script to on-set PA duties</i>	1	11:10	
9	GUEST SPEAKER: TOM SANCHEZ <i>Finding your first job, resume tips</i>	5	13:30	
10	PRODUCTION PAPERWORK <i>The very first thing you will come in contact with</i>	1	14:30	
	WRAP		16:00	

SCENE ELEMENTS								
All Scenes	Prns: AV equipment, extension cord, laptop, sneakers, manuals, sign-in sheet, student feedback forms, instructor scripts, handouts, reference books, Walkies, headsets. SetDec: tables, chairs, garbage bins, directional signs.							
ID #	CHARACTER	CAST	STATUS	P/U	MU/H/W	BLOCK	READY	NOTES
1	Instructor	Gloriana Wills	SW	S/D	08:00	08:30	09:00	
2	Virginia Film Office	Anne Chapman	SW	S/D	08:00	08:30	09:00	
3	DGA AD	Caroline Stephenson						
4	Producer / DGA AD	Garv Fiorelli						
5	PA and Set Decorator	Tom Sanchez						
DIRECTOR		OFFICE		PRODUCER/CO-PRESENTER				
Gloriana Wills								

P.A.T.S. offers on-location training seminars for entry-level production assistants with a one day, in depth orientation and certification program. Completion of this program allows individuals to advance onto becoming interns or paid Production Assistants in film, video, television, new media and commercial production.

For a more in-depth look or to register for a seminar,
please call or visit us at:
www.patrainingseminar.com
1-800-579-1570

