

BFI DOCUMENTARY ACADEMY 19th and 20th January 2019 (pre-residential weekend) and February 17th - 23rd 2019		
Date	Lesson/course title	Brief description of the activity
PRE-RESIDENTIAL WEEKEND: Participants will attend a range of workshops and masterclasses over an intensive weekend. By the end of the weekend participants will be formed into five teams with eight people in each team supported by a film tutor and pastoral worker. Each team will be allocated a documentary idea.		
Day 1 Sat 19th January 2019 11am	Welcome / house-keeping / Check in to rooms / ice-breakers	Participants will be welcomed to the course and given house-keeping information. They will participate in team building activities. Participants will also have the opportunity to check into their rooms.
	Screening: Previous Residential Shorts	The group will watch a selection of shorts that have been produced on previous residentials. They will have the opportunity to feedback and review the films.
	Course Overview / self-evaluation (personal development plan)	Participants will receive an overview of the course timetable with clear deadlines put in place to ensure the completion of production. They will also complete a brief questionnaire to evaluate themselves at the beginning of the course for use in the personal development plans.
	Meet the teams	The participants will be put into their production teams and will learn what film idea has been selected for their group. They will also learn their role and complete a quick team-game to act as an ice-breaker.
	What makes a good documentary?	Participants will meet CEO of CTVC, Caroline Matthews who will explore the theme of 'What makes a Good Documentary.' This session will include video clip examples of programmes that Caroline has worked on coupled with some of the documentaries that she most respects. She will discuss different styles and types of Documentary.

	Documentary Making: Idea Development	In their teams each group will gather to discuss their film theme in response to the, 'What makes a good documentary session.' They will begin to develop their film idea taking on board the advice from Caroline Matthews.
	Practical Workshop: Research and Development	Participants will attend a practical workshop with a Producer who will work with each production team to explore the areas of research and development that each documentary should focus on. Each team will develop a Research and Development strategy that they will work on as a team in advance of Production Week.
	Documentary Making: Film Structure	Participants will work in their film teams to design a clear film structure. They will have some worksheets to complete as a group that will help them make creative choices about how they would like their film to start, finish and how they will communicate their story throughout.
	Tutorials / Freetime	Each participant will have a 5-minute tutorial with their pastoral worker to ensure that they have a full understanding of the course, their role and to answer any personal worries or questions that they may have. When not in tutorial participants will have free time to un-pack/settle in.
	SCREENING: Extreme World	The group will watch one of the Extreme World documentaries presented by Ross Kemp.
	Masterclass: Producing for Documentary	They will meet Marta Shaw an award-winning documentary producer, writer and director. She directed Ross Kemp's 'Extreme world' documentaries.

Day 2 Sunday 20th January	Practical Workshop 1: Camera Skills/ Sound / Editing / Production Paperwork	Participants will be split into 4 x groups of 10. They will rotate between workshops spending an hour in each. In the camera skills workshop they will learn to use the Canon 305, in Editing they will learn to review, log and edit a simple sync using Premiere Pro, in Sound they will use a range of audio equipment including radio mics and boom poles and in the Paper Work workshop they will learn to correctly fill in release forms and how to budget a shoot.
	Practical Workshop 2: Camera Skills/ Sound / Editing / Production Paperwork	Participants will be split into 4 x groups of 10. They will rotate between workshops spending an hour in each. In the camera skills workshop they will learn to use the Canon 305, in Editing they will learn to review, log and edit a simple sync using Premiere Pro, in Sound they will use a range of audio equipment including radio mics and boom poles and in the Paper Work workshop they will learn to correctly fill in release forms and how to budget a shoot.
	Practical Workshop 3: Camera Skills/ Sound / Editing / Production Paperwork	Participants will be split into 4 x groups of 10. They will rotate between workshops spending an hour in each. In the camera skills workshop they will learn to use the Canon 305, in Editing they will learn to review, log and edit a simple sync using Premiere Pro, in Sound they will use a range of audio equipment including radio mics and boom poles and in the Paper Work workshop they will learn to correctly fill in release forms and how to budget a shoot.
	Practical Workshop 4: Camera Skills/ Sound / Editing / Production Paperwork	Participants will be split into 4 x groups of 10. They will rotate between workshops spending an hour in each. In the camera skills workshop they will learn to use the Canon 305, in Editing they will learn to review, log and edit a simple sync using Premiere Pro, in Sound they will use a range of audio equipment including radio mics and boom poles and in the Paper Work workshop they will learn to correctly fill in release forms and how to budget a shoot.

	Documentary Making: Pre-Production	Participants will break into their film crews and continue the pre-production for their documentaries. They will create a list of next steps to ensure that work continues before the next stage of the residential and plan a strategy of communication that they will use in the 2 week break before the intensive week production. This process will be supported by the motivation workers.
	Weekend Evaluation and de-brief / Personal Development plans	The whole group will have the opportunity to de-brief about the weekend. They will complete a short questionnaire that will help them with their personal development plans. Information will be provided about the intensive week.
<p>PRODUCTION WEEK: Participants will work in their teams to produce 5 short documentaries. Participants will also attend a series of master-classes with award-winning British documentary film-makers, take part in a range of film-based trips and plan their next-steps for their careers.</p>		
Day 3 Sunday 17th February 2019	Welcome / House-keeping / Check into rooms / set-up-week	Participants will arrive and be shown to their rooms. As a whole group they will be reminded of house-keeping and will receive information about how the week will run. The group will participate in ice-breakers to re-bond them as a group.
	SCREENING: SEARCHING FOR SUGARMAN	The group will watch SEARCHING FOR SUGARMAN in preparation for their masterclass with Simon Chinn. After the film the pastoral team will lead small group discussions to critique the film
Day 4 Monday 18th Feb 2019	Introduction to production week / warm-up activities / personal development plan	Participants will receive information about the production week. They will participate in warm-up activities to help them with their team-building skills. They will complete a brief evaluation form self-evaluating how they feel at the beginning of the intense week - this will be used to monitor their progress for their personal development plan.

	Masterclass: Ethics in Documentary Making	Participants will attend a masterclass led by documentary producer and radio presenter Roger Bolton. They will learn about the importance of ethics in documentary making.
	Documentary Making: Preparing to Pitch	Each team will gather together the work that has taken place since the pre-residential weekend. They will prepare to pitch their ideas/work so far to their film tutors
	Documentary Making: Pitching	Each team will be allocated their professional film-maker who will be working with them throughout the production week. They will begin the session by pitching the work they have completed at the pre-residential weekend and as a team in the two weeks that followed. They will then begin the pre-production process led by their film-maker. They will work on the style and shape of the documentary and make sure that all of their research and development has been completed.
	Documentary Making: Pre-production	Each team will work with their film tutor to complete the pre-production. Teams will complete storyboards, structure budgets, create call sheets and shooting schedules, and fully prepare for their shoot.
	Documentary Making: Test shoots	Each team will work closely with their film tutor to complete test shoots. This session will be used by participants to remind themselves of the technical skills learned at the pre-residential weekend. They will have the opportunity to practice with the cameras, sound, lighting etc that they will be using on their shoot.
	SCREENING: The Plastic Surgery Capital of the World	The group will watch the BBC documentary 'The Plastic Surgery Capital of the World' in preparation for their masterclass with Clare Johns. The group will have the opportunity to discuss and critique the film in small groups before their masterclass with the film's director Clare

	Masterclass: Directing for Documentary / Caring for your contributors	Participants will attend a masterclass with BATFA nominated producer and director Clare Johns. The discussion will focus on caring for contributors, the role of a director and women in the documentary industry.
Day 5 Tuesday 19th February	Introduction to the day/equipment sign-out	The whole group will meet together to receive final information about the day and to sign out their equipment ready for their shoot.
	Production day 1	Teams will work with their allocated filmmaker and 1 member of the motivation team to begin production of their documentary. Each team will have a budget to manage and will be supplied with packed lunches. They will work together as a crew throughout the day to ensure that all their planned production is completed by 18.00.
	Masterclass: Directing short-form, online documentary	Participants will attend a masterclass with BAFTA winning director Adam Tyler. Adam will talk about short-form online documentary and his career as a director
	Reviewing/logging footage from Day 1 of the shoot or free-time.	Participants will have the opportunity to review and make log notes from day 1 of the shoot.
Day 6 Wednesday 20th February	Introduction to the day/equipment sign-out	The whole group will meet together to receive information about the day and to sign out their equipment ready for their shoot.

	Production day 2 / Edit begins	Teams will continue to work with their allocated filmmaker and support staff member. All production (excluding voiceovers) must be completed by the end of the day. Editors will stay behind to begin capturing footage and preparing rough cuts from the footage shot on Day 1 of production. Editors will be supported by VividEcho staff in the conference space. Each team must work to their budget and will be provided with a packed lunch. Those working in the conference space will receive their lunch on site.
	SCREENING: THE IMPOSTER	The group will watch THE IMPOSTER in preparation for their masterclass with Andrew Hulme.
	Masterclass: Editing Documentary	Participants will attend a masterclass with Andrew Hulme who directed the documentary The Imposter. Andrew will focus on the narrative of editing, story-telling and the creative choices he made for The Imposter. He will also talk about the career path of an editor.
Day 7 Thursday 21st February	Introduction to the day/preparation for trip	Participants will meet together for the day. The morning will be split into two groups. Editors will have the opportunity to remain at the conference space to continue their edit while others will leave for a seminar at the BBFC.
	Editing continues / British Board of Film Classification trip	Editors will remain in the conference space with their allocated film-maker to continue the edit. Other participants will visit the BBFC and attend a seminar/debate on film censorship and media regulation.

	<p>Practical Workshop: Industry Experience/Developing ideas for TV</p>	<p>Participants will attend a development session with Mark Procter, Executive for Development and Production at CTVC. He will set individuals the task of developing documentary ideas for TV. Participants will partake in an activity where they develop short ideas and practice pitching. Mark will feedback on the idea and pitch style. Mark will talk about the commissioning process. He will also introduce two work placements that will be available at CTVC on completion of the course and will inform the participants what they must do to apply and offer CV advise.</p>
	<p>Next steps workshop</p>	<p>Participants will also attend a 'Next Steps' workshop where they will learn about CV writing, gaining work experience and the first job in TV/film. They will hear from Carrie Britton who is an award nominated Executive and series producer (Who Do You Think You Are', Embarrassing Bodies'), Documentary film maker for Cutting Edge and BBC's Inside Story, Talent Acquisition Exec for Factual and Comedy for BBC and leading indies and MD of the Indie Training Fund.</p>
	<p>Final stages of edit / Prepare for Screening</p>	<p>Groups will view the final edits of their films. Editors will work closely with the film tutors to ensure that the films are finished and ready for screening. At 18.30 groups will hand their films over to the film tutors who will check sound edit, grade and ensure that the film is polished and ready for the screening. The film tutors will export the films ready for screening. Each group will work with their support worker to prepare a short presentation that they will deliver to introduce their film at the screening. They will be given the chance to introduce their film, discuss their experience on the residential and talk about their next steps after the course has finished.</p>

	Masterclass: From researcher to BAFTA winner	Participants will attend a masterclass with Tom Costello a young AP who won his first BAFTA in 2015. He will talk about the career path from researcher to AP and how to move up in the industry. The talk will include clips from a variety of docs that Tom has worked on throughout his career.
	Screening: My Scientology Movie	Participants will watch My Scientology Movie in preparation for the Simon Chinn Masterclass. They will critique the film in small groups ready for a masterclass with it's producer,
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Day 8 Friday 22nd February	Travel to the BFI SOUTHBANK	Participants will travel to Waterloo
	Masterclass from an OSCAR winning producer	Participants will receive a masterclass from Simon Chinn double Oscar winning and BAFTA winning producer of Searching for Sugarman, Man on Wire, Project Nim and The Imposter and My Scientology Movie. Students will have the opportunity to ask him questions about his career and the role of a producer in documentaries. Simon works on his films from idea generation, development, production and distribution.
	BFI Future Film Festival	BFI Future Film Festival
	CELEBRATION DINNER	A special dinner will be organized at Debden House, where their achievements in the past week will be celebrated.
Day 9 Saturday 23rd February	Course De-brief and final evaluations and finalising development plans	Participants will meet together for a final course de-brief and evaluation session. Participants will work with the support workers to complete their personal development plans. They will evaluate their progress over the residential course and fill out a personal next steps plan.

	Travel to Screening Event	Participants will travel to the screening event at a cinema in Stratford, London by coach
	Final screening event	The 5 documentaries will be screened to an invited audience in a cinema space. Each production team will introduce their film and present the short presentation that they prepared on day 9. The CEO of CTVC, Caroline Matthews will offer feedback on the films. Participants will receive certificates for completing the course.
RESIDENTIAL ENDS BY 1PM		

Please note the schedule is subject to change depending on speakers' availability.