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Date/ Time	Times	Session	Brief description of the activity
<i>Saturday 18th Jan</i>		Welcome / house-keeping / Check in to rooms / ice- breakers	Participants will be welcomed to the course and given house-keeping information. Participants will also check into their rooms.
		Screening: Previous Residential Shorts	The group will watch a selection of shorts that have been produced on previous residential. 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 assure the completion of production.
		Meet the teams	The participants will be put into their production teams and will learn what film idea has been selected for their group.
LUNCH 12.30-1.30pm			
		What makes a good documentary?	This session will include video clip examples of programmes that CTVC has worked on coupled with some of the documentaries that we most respect. We 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.'



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		Practical Workshop: Research and Development	Participants will attend a practical workshop with BAFTA winning Producer and writer Adam Tyler who will work with each production team to explore the areas of research and development that each documentary should focus on.
BREAK 4PM			
		Documentary Making: Film Structure	Participants will work in their film teams to design a clear film structure.
		Tutorials / Free time	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.
EVENING MEAL 6PM			
		SCREENING: Extreme World	The group will watch one of the Extreme World documentaries presented by Ross Kemp.
	Ends 10.30pm	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.
SUNDAY 19TH JAN	BREAKFAST 9.00-10.00		



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		<p>Practical Workshop 1: Camera Skills/ Sound / Editing / Production Paperwork</p>	<p>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.</p>
		<p>Practical Workshop 2: Camera Skills/ Sound / Editing / Production Paperwork</p>	<p>As above</p>
BREAK 12.00-12.30			
		<p>Practical Workshop 3: Camera Skills/ Sound / Editing / Production Paperwork</p>	<p>As above</p>
LUNCH 13.30-14.30			
		<p>Practical Workshop 4: Camera Skills/ Sound / Editing / Production Paperwork</p>	<p>As above</p>



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		Documentary Making: Pre-Production	Participants will break into their film crews and continue the pre-production for their documentaries. This process will be supported by the pastoral team.
	Day ends 5pm	Weekend Evaluation and de-brief / Personal Development plans	The whole group will have the opportunity to de-brief about the weekend. Information will be provided about the intensive week.
<p>PRODUCTION WEEK: Participants will work in their teams to produce 5 short documentaries. Each team will be allocated an experienced tutor who will mentor them throughout the process. Participants will have five days to produce their documentaries ready to be screened in a cinema on the final day of the residential. Some pre-production work will have taken place between the pre-residential and Production week using BASECAMP online platform.</p>			
<i>Sunday 16th Feb</i>	Arrive 7pm	Welcome / House-keeping / Check into rooms / set-up-week	Participants will arrive and be shown to their rooms. Group they will be reminded of house-keeping and will receive information about how the week will run.
DINNER 19.30-20.30			
	Ends 9.30pm	SCREENING THE IMPOSTER	In preparation for the edit masterclass with BAFTA nominee Andrew Hulme. The film will be discussed as a group afterwards
<i>Monday 17th Feb</i>	BREAKFAST 9.00-10.00		
		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.



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		Masterclass: Ethics in Documentary Making	Participants will attend a masterclass led by documentary producer and radio presenter BAFTA nominated CLARE JOHNS. 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 then begin the pre-production process led by their film-maker.
LUNCH 13.00-14.00			
		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.
BREAK 16.00-16.30			
		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.
DINNER 17.30-18.30			



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		Documentary Screening	Tax Town Screening
	Ends 9pm	Masterclass: FROM RESEARCHER TO BAFTA WINNER	A masterclass with BAFTA winning producer and director Tom Costello, who directed Tax Town.
Tuesday 18th Feb	BREAKFAST 9.00-10.00		
		Introduction to the day/equipment sign-out	The whole group will meet 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 film-maker 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.
	DINNER 18.00-19.00		



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		Masterclass and screening with Marta Shaw	Masterclass with award winning producer Marta Shaw
		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.
Wednesday 19th Feb	BREAKFAST 09.00-10.00		
		Introduction to the day/equipment sign-out	The whole group will meet 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 CTVC staff .
DINNER 18.00-19.00			
		Masterclass	Masterclass with BAFTA nominated Andrew Hulme, who edited The Imposter.



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Thursday 20th Feb	BREAKFAST 09.00-10.00		
		Introduction to the day	Participants will meet 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. Other participants can have free time, complete the behind the scenes or study.
		Editing continues	
LUNCH 12.30-13.30			
		Practical Workshop: Industry Experience/Developing ideas for TV	Participants will attend a development and pitching session with CAROLINE MATTHEWS, CEO AT CTVC Participants will partake in an activity where they develop short ideas and practice pitching. Mark will feedback on the idea and pitch style. Caroline will talk about the commissioning process.
		Next steps workshop	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 Jude Winstanley, founder of The Unit List



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			who is also a TV production manager.
BREAK 16.30-17.00			
		Final stages of edit / Prepare for Screening	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.
DINNER 18.30-19.30			
		SCREENING	Screening of short documentary by Orlando Von Einseidel (TBC)
	Ends 9.30pm	MASTERCLASS	Masterclass with OSCAR winning documentary film-maker
Friday 21st Feb	BREAKFAST 08.00-09.00		



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		Travel to the BFI SOUTHBANK	Participants will travel to Waterloo
		BFI Future Film Festival	BFI Future Film Festival
LUNCH			
		BFI Future Film Festival	BFI Future Film Festival
	17:45-19:00	Travel back to Debden House	
19.00 DINNER			
<i>Saturday 22nd Feb</i>	08.00-09.00	BREAKFAST SERVED IN THE DINING ROOM	
		Course De-brief and final evaluations and finalizing development plans	Participants will meet 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



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			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
	10.00-12.00	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.