MOTION PICTURES & TELEVISION: PRODUCTION DESIGN
MIDPOINT & FINAL QUICKSHEET

Questions regarding this focus can be addressed by the MPT Office at (415) 618-6448.

**MIDPOINT REVIEW**

The Midpoint Review is a proposal for your final thesis projects and satisfies the requirements for each candidate’s chosen focus. The Midpoint Review mainly consists of:

1. Midpoint Review Book
2. Verbal Presentation
3. Portfolio Screening

The Midpoint Review submissions must be:

- Of quality and scope suitable for the MFA level
- Polished, well planned, and clearly beneficial to the candidate’s career/industry goals
- Challenging and achievable
- Of professional quality

Onsite students must attend the Midpoint Review Sign-up Meeting to sign up for their midpoint review in the same semester they are presenting their Midpoint Review. See Graduate School Calendar for meeting date/time. The Midpoint Review Book should be delivered to the Graduate School at 79 New Montgomery at least TWO WEEKS in advance before the scheduled midpoint review. Please submit the following to the Graduate Department:

**ONSITE candidates:**
- 1 Midpoint Review Books
- Clip reel and mov files

**ONLINE candidates:**
- 2 Midpoint Review Books
- Clip reel and mov files
- Power point introduction

**Midpoint Review Agenda**

Candidates must dress professionally and arrive ten minutes prior to the review. They will be asked to stand while addressing the committee during their presentation and will be invited to sit down for the Q&A. Taking notes during the meeting are recommended. Their DVD should be recorded in a DVD-r format to play in the conference room. The onsite review is done in the following order:

*Continued...*
1. The MFA candidate set up: The candidate tests and/or sets up equipment in the conference room then, waits in the MPT lobby.

2. The midpoint review committee signs in

3. The candidate introduction: The candidate is back and is introduced to the committee members.

4. The candidate presentation (5 minutes): The candidate provides a brief introduction.

5. Portfolio screening (5 minutes): The portfolio consists of selected works demonstrating the filmmaking skills achieved to date in the MFA program.

6. Final Thesis proposal presentation (5 minutes): The candidate addresses the following:
   - Reasons for their project selection
   - Planned use of the project such as film festivals, reel for acquiring clients/investors, education, and so on.
   - How the project will benefit their career goals in the industry?

7. Q & A: Committee members ask questions to further examine the thesis proposal and the candidate’s preparation.

8. The candidate exits and waits: The candidate is excused from the conference room (or online conference room) and is asked to wait to be invited back for the outcome.

9. The Midpoint Review Committee deliberation: The committee considers the best options to guide the candidate in their film education to best achieve their career goals. The committee’s decision and comments to the candidate will be delivered at the end of the presentation upon their return. The possible outcomes are:
   - **Approved**: You have passed, and can now proceed with Directed Study for the following semester.
   - **Not Approved: Resubmit**: You have NOT passed, and are NOT allowed to proceed with Directed Study until:
     - **Resubmit**: You’ve made changes based on specific Midpoint Review Committee requirements. The changes must be made and an updated PDF received within 3 weeks. If the re-submission meets the requirements, then the Midpoint Proposal is approved and you can proceed with Directed Study the following semester.
     - **Re-Present**: Following specific Midpoint Review Committee requirements, you must complete additional studio work, rethink your Final Project, and/or sign up for a new Midpoint Review next semester.

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10. The candidate returns
The committee presents the candidate with the outcome.

**MIDPOINT REVIEW REQUIREMENTS**

At your Midpoint Review you are required to submit the following Final Thesis Project Proposal:

**On Site**
2. Portfolio Screening: Upload .mov file(s), if available, of selected works demonstrating the production design skills and knowledge achieved to date in the MFA program.

**Online**
2. A PowerPoint introduction.
3. Portfolio Screening: Upload .mov file(s), if available, of selected works demonstrating the production design skills and knowledge achieved to date in the MFA program.

All candidates must submit work on the following types of projects:

- Minimum of four (4) projects: at least 3 short film narratives. Can include one commercial/PSA.
- Clip reel not to exceed 7 minutes showing the breadth of your work to date.

**Deadline:** One week prior to presentation. If materials are not received by the 7 day deadline your MPR will be cancelled and you’ll need to apply again for a MPR the following semester.

**If you choose to send a physical book, ship it to:**

Academy of Art University  
School of Motion Pictures & Television  
c/o Kris Boxell  
Production Design Midpoint Review  
79 New Montgomery  
San Francisco, CA 94105  

**Note:** Please obtain a tracking number or return receipt of delivery for your shipments.
PRODUCTION DESIGN MIDPOINT REVIEW BOOK

Students with this focus must include the following information in their midpoint review book to be divided into sections, separated by printed (not hand-written) tabs.

1. **Cover page:** No tab is required for the first cover page. Please add the following on your cover page:
   - Image: Provide a publicity photo of you in action as Production Designer
   - Name
   - Student ID
   - Academy of Art University
   - MFA Candidate in the School of Motion Pictures and Television
   - Midpoint Review Book
   - Focus: Production Design
   - Mid Point Review date and time
   - Contact information (phone and email)

2. **Table of Contents:** On one page list the contents of your book. Add this as needed.
   - Cover letter
   - Business card
   - Resume
   - Publicity photo
   - Autobiography
   - Portfolio
   - Thesis details
   - Scripts
   - Cast and crew
   - Academic timeline
   - Budget
   - Production Design
   - Production Schedule
   - Marketing plan
   - Social Marketing & Advertising
   - Research
   - References
   - Miscellaneous
   - A.A.U. Events
   - Proofreader

3. **Cover letter:** Provide a 1-page introduction of you as a filmmaker to the review committee. Be sure to address the following:
   - Autobiography: Very brief highlights from your autobiography.
   - MPT education: Why do you want an MFA in Motion Pictures and Television in your focus? What do you want to achieve in the MFA program to add to your present skills and talent?
   - Industry goals: Provide an overview of what you want to accomplish in your film and television career?

4. **Business Card:** Your name, title, and contact information should be clearly visible (actual size). A sample of your stationary and letterhead can be included.

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5. **Resume**: Provide a 1-page resume that clearly lists your name, title, and contact information as well as your experience and education to date and other relevant information.

6. **Publicity photo**: Submit other publicity photos of you that reflect industry standards that introduce you to the job market in film and television.


8. **Portfolio**: The work they have included in their movies so far (their production work). List the films you will be screening for the committee. Include one image capture with the main character and the following information:
   - Title:
   - Genre:
   - Project Type:
   - TRT:
   - Media:
   - Logline: A description of the project or a one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.
   - Theme: The unifying or dominant idea in one sentence.
   - Job Description: What were your job titles?
   - Date:
   - Production stills: (takes place of the film clips – no people if possible, no background setup if possible)

9. **Thesis Details**: Please use this format for all projects to be considered for your thesis.
   - Title:
   - Genre:
   - Project Type:
   - TRT:
   - Media:
   - Logline: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist.
   - Synopsis: A 3-sentence description that answers the following questions:
     1. What does your protagonist want? (Premise)
     2. Who (antagonist) is in the way? (Conflict)
     3. Does the main character get what they want and how does she/he change? (Resolution)
   - Theme: The unifying or dominant idea in one sentence.

10. **Scripts**: Annotated scripts with production design notes. Provide a draft of a script for each project, and/or treatment, and/or beat sheet (scene list), if available. Include your production notes!
    - Production design breakdown sheets
    - Set list
    - Concept sketches (if developed)
    - Floor plans/elevations (if developed)
    - Storyboards (if developed)
    - Location photos and modifications
11. Research & Sourcing: Provide miscellaneous historical or technical research for each project as needed. Provide sources. Label your research images: content, details, locations, what is it for, etc. Should have no less than 2-3 per element.

12. Set Dressing & Props Lists
   a. Set Dressing – specific to each set
   b. Props List – per character or within each set etc.

13. Cast and Crew:
   • Cast: Provide a cast list, if available.
   • Crew: Provide a crew list, if available. Include the Art Department listed below.
   • Art Department: provide a list of names for your potential set decorator, prop master, on-set dresser, and assistants.


15. Budget: Provide a preliminary student Art Department budget for all the films you are considering that is a total of the following: Construction and scenic paint budget, Decorating budget, Props budget.

16. Production Design: Provide any production design research such as location photographs.

17. Production Schedule: Provide a production schedule(s), which includes pre-production, production, and post production.

18. Marketing Plan: What is the marketing plan for your career in the art department? Explain in detail how you intend to manage your career.

19. Social Marketing & Advertising Examples: your website, Facebook, LinkedIn, blog, and twitter.

20. A.A.U. Events: List all events participated in at A.A.U. / MPT guest events in the theater or classrooms. Especially lectures and portfolio reviews.

21. Proofreader: Provide the name and contact information of a copy editor or proofreader who has reviewed your book. ESL students can provide contact from ARC support.
FINAL REVIEW

Final Review Preparation Workshop: Attend the Final Review Preparation Workshop either on site or online. Information for the workshop can be found on your student home page.

Final project verbal presentation: Come prepared to give a professional verbal presentation. It should consist of an autobiography and overview of your work and should not total more than ten minutes in duration. Please see additional specific guidelines provided.

FINAL REVIEW REQUIREMENTS

For your Final Thesis project you are required to submit the following:

ON SITE
1. A Final Review Book
2. Screening: DVD-R of Final Thesis Project
3. Original Directed Study Journal

ONLINE
1. A Final Review Book
2. Screening: DVD-R of Final Thesis Project
3. Online Directed Study Journal
4. A PowerPoint introduction

Original Final Project: Presentation must consist of completed work approved at the Midpoint Review.

- Maximum viewing time of project(s) presented is determined by the TRT requirements.
- Final project must display only best footage created by the MFA candidate.
- 2 DVD-R copies
- PowerPoint presentation and website work. (ONLINE)

Original Directed Study Journal (18 units): A complete Directed Study journal is to be presented to the Final Review Committee. A synopsis is to be submitted in the Final Thesis Summary Book.

Portfolio: Provide a copy of your reel and/or the web portfolio you intend to show future employers.

The Final Review Book: Final Thesis Project Summary Book is a document that provides a synopsis of the research and creative process involved in the completion of the work. The document should discuss the journey of the project from beginning to end. Included will be your perspective on the project, challenges faced and overcome, ways in which the project might have changed and why, artistic influences, and reflection of the final product.

Due Date: The Final Thesis Project Summary Book is to be submitted two (2) weeks prior to your review date. If the book is not turned in at least two (2) weeks in advance, the Final Review will be considered “Not Approved” and the candidate must still present on their review date.
Copies and Requirements: Please submit or send 2 professionally bound copies of your Final Thesis Book with two (2) CDs of the same book in PDF format to MPT Department at 466 Townsend. All films are to be submitted on two (2) DVD-Rs. The two (2) hard copies should be professionally bound with spiral or perfect binding. Clip, folder binders, or loose sheets will not be accepted. Please have a copy editor and/or proofreader review your work before submission. Spelling and grammatical errors are not acceptable and the book will be returned for further editing. Please contact the Academy Resource Center to schedule an appointment at the Writing Lab or seek professional editing help.

All materials submitted must be clearly labeled with project designation of Final Review, your name, student ID number, the date, time, and location of your Final Review and major. If your materials are incomplete, the granting of your degree will be delayed.

Awarding the Master’s Degree: The diploma will be issued upon completion and passing of ALL the following:

1. Final Review before a committee.
3. All curriculum requirements fulfilled: all units and minimum grade requirements completed.
4. No outstanding financial obligations.
5. Online Graduate Survey at http://apply.academyart.edu/careersvsgradtrack/

Additional Final Review Guidelines, provided by your Department Director, are included here and are also available from the Final Review Coordinator – please email: finalreview@academyart.edu

The Final Review Thesis Presentation

The preparation for the final review follows similar guidelines as the midpoint review presentation but mostly with a focus on the completed final project. The final review consists mainly of two parts: the verbal presentation and the final project presentation.

Candidates should arrive ten minutes early to test the equipment and DVD-R. Be sure to test your DVD-R in the DVD player to be sure it works many days before the presentation.

Candidates should dress professionally and stand while addressing the committee until the screening of their project.

Final Review Agenda

1. Setup: The candidate tests and/or sets up equipment in the conference room and then waits in the MPT lobby. Online candidates log on with the Cyber Campus/Online Graduate Studies representative and prepares for the review.

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2. **The Final Review Committee**: The committee signs in then reviews the Midpoint Review Thesis Details to properly evaluate how well the candidate has delivered the projects proposed. For online students; the committee signs in then reviews the Midpoint Review Thesis Details to properly evaluate how well the candidate has delivered the projects proposed.

3. **Introduction**: The candidate is introduced to the committee members and then provides a brief self-introduction and their final project.

4. **Presentation of the Final Project**: Final Thesis Project Screening.

5. **Q & A**: Committee members ask questions to further understand the final project and to assess the candidate’s development in the MFA program.

6. **Panel Review**: The candidate is excused from the conference room and waits to be invited back for the outcome. Online students will hang up but remain in the virtual room. The committee decision regarding their Master’s degree will be delivered to the student at the end of the review upon their return. The possible outcomes are:
   - APPROVED – MFA Degree Granted
   - NOT APPROVED – MFA Degree is NOT Granted. Student must fulfill the following:
     - Additional studio coursework
     - Conduct another Final Review
     - Correct/revise proposal, resubmit work must be completed and turned in within 3 weeks. Otherwise the candidate must re-present their thesis in the next semester.

7. **Results**: On site students re-enter the room and online students are called back in. The committee presents the candidate with the outcome.

The final thesis project proposal was first presented during the midpoint review. No matter which focus a candidate chooses, all final thesis projects must be:

- Of quality and scope suitable for the MFA level
- Polished, well planned, and clearly beneficial to the applicant’s career/industry goals
- Challenging and achievable
- Of professional quality

**PRODUCTION DESIGN REQUIREMENTS**

For your Final Thesis project you are required to submit the following:

1. A Final Review Book
2. Screening of the Final Thesis Project
3. A PowerPoint introduction (online students)

All candidates must submit work on the following types of projects:

1. A demo reel (2 – 3 minutes) to showcase their best work.
2. Three short film narratives. (7 - 12 minutes with credits)
3. One TV commercial or one short narrative (5 – 7 minutes not including credits).
PRODUCTION DESIGN FINAL REVIEW BOOK

Students with this focus must include the following information in their Final Review Book to be divided into sections, separated by tabs.

The Final Review Book requirements:

1. **Cover page:** No tab is required for the first cover page. Please add the following on your cover page:
   - Image: Provide a publicity photo of you in action as a Production Designer.
   - Name
   - Student ID
   - Academy of Art University
   - MFA Candidate in the School of Motion Pictures and Television
   - Final Review Book
   - Focus: Production Design
   - Final Review date and time
   - Contact information (phone and email)

2. **CD Sleeves:** DVD of films and PDF CD of the book (Include both in an envelope and attach to a page.)

3. **Table of Contents:** On one page list the contents of your book and add additional categories to this list as needed:
   - Cover letter
   - Self-critique
   - Business card
   - Resume
   - Publicity photo
   - Autobiography
   - Concept summary
   - Thesis films details
   - Scripts
   - Budget
   - Cast and crew
   - Art department
   - Production schedules
   - Month-at-a-glance prep, prod., and post prod schedule
   - One line schedule
   - Shooting schedule
   - Call sheets
   - Storyboards
   - Director’s plans with lighting and camera angles
   - Production design
   - Academic timeline with 6 Directed Studies
   - Directed Studies journal synopsis
   - Production Design
   - Production Schedule
   - Marketing plan
   - Social Marketing & Advertising
   - Research
   - References
   - Miscellaneous
   - Art releases
   - Art Director’s Union paperwork
   - Editing Design Review
   - Sound Design Review
   - A.A.U. Events
   - Proofreader

*Continued...*
4. **Cover letter:** This is a 1-page introduction of you as a filmmaker to the review committee.

5. **Self-critique:** Provide a 1-page critique of your work.

6. **Business Card:** Your name, title, and contact information should be clearly visible. A sample of your stationary and letterhead can be added but is not required.

7. **Resume:** Provide a resume with your name, title, and contact information as well as your experience and education to date and other relevant information.

8. **Publicity photo:** Submit other publicity photos (medium shots or close-ups) with you in action working on a film set with film equipment that illustrates your focus. Publicity photos should reflect industry standards and introduce you to the job market in film and television.

9. **Autobiography:** A 1-page biography. See the IMDB and other film and television internet websites for relevant and similar bio’s in your job category.

10. **Concept Summary:** Talk about your visual concept for every film in your thesis project. Be sure it is polished and well thought out. How was your project intentions achieved? Describe the challenges.

11. **Thesis details:** Please use this format to introduce all projects submitted for your thesis:
    - Title:
    - Genre:
    - TRT:
    - Media:
    - Logline: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.
    - Synopsis: A 3-sentence description that answers the following questions:
      - What does your main character (protagonist) want? (Premise)
      - Who (antagonist) is in the way? (Conflict)
      - Does the main character get what they want and how does she/he change? (Resolution)
    - Theme: A one-line description of the theme of each story. (“The story is about....”)
    - Job Description: Your job title.
    - Date:

12. **Scripts:** Submit samples of a shooting script with notes.

13. **Budget:** Provide an art department budget for all the films you are considering that is a total of the following: Construction and scenic paint budget, Decorating budget, Props budget, and CGI work, if applicable.

Continued...
14. **Cast and Crew Credits:** Provide a cast and crew list.

15. **Art Department:** Provide a list of names for your decorator, prop master, construction coordinator, scenic artist, and production assistant who worked on your films.

16. **Academic timeline:** Provide a semester-by-semester breakdown with directed studies.

17. **Directed Studies Journal synopsis:** Provide a synopsis for your one-on-one directed studies with a 1-3 sentence description of each of the 15 sessions with every directed study instructor. Please bring your directed studies notebooks to your department director before the review.

18. **Production schedules:** Provide a schedule to include pre-production, production, and post-production for each project. Consider using the month-at-a-glance format. Provide examples of the following (1-3 pages):
   - One line schedule: Provide a one line schedule.
   - Shooting schedule: Provide a shooting schedule for each project.
   - Call sheets: Provide call sheets for each project.

19. **Storyboards:** Provide storyboards used in the production (1 - 6 pages).

20. **Production Design:** Provide before and after set and location photographs (1 – 3 pages.)

21. **Marketing Plan & Career:** What is the marketing plan for your career as a production designer? Explain in detail how you intend to manage your career as a production designer.

22. **Social Marketing & Advertising:** Website, Facebook, blog and twitter.

23. **Research:** Provide historical or technical research for each project as needed.

24. **References:** Provide 3 letters of recommendation from industry professionals, current or former employers.

25. **Miscellaneous:** Provide any additional material relevant to the production design of your film, film and television education, and career goals such as (1 – 6 pages): Art releases /Art Director’s Union paperwork

26. **Editing review:** Contact Shaaron Murphy, Director of Editing, at smurphy@academyart.edu 415-618-3870 for editing notes and feedback on your final thesis film(s). List the notes and what has been addressed in your film(s).

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27. **Sound Design review:** Contact Brad Hughes, Director of Sound, at bhughes@academyart.edu 415-618-3866 for sound design notes and feedback on your final thesis film(s). List the notes and what has been addressed in your film(s).

28. **A.A.U. Events:** List all events participated in at A.A.U. / MPT guest events in the theater or classrooms.

29. **Proofreader:** Provide the name and contact information of a copy editor or proofreader who has reviewed your book.