**Tool: Glossary of filmmaking terms**

**Actor** A person who brings life to a character from a script.

**Adaptation** A screenplay that is based on another work (novel, stage play, poem, song, etc.).

**Boom** A long pole with a microphone at one end.

**Camera Operator** The man or woman who is responsible for the smooth panning, tilting and framing of the image with a camera.

**Crew** The group of people who work together to create a production.

**Depth of Field** The area between the nearest object in focus and the furthest object in focus.

**Dialogue** The words in the screenplay that the actors speak.

**Director** The person responsible for the overall creative vision of the project.

**Director of Photography (DOP)** The person who supervises the camera and lighting decisions on a production.

**DV** Digital Video

**Editor** The person responsible for selecting and arranging the footage that was recorded to create the finished, coherent product.

**Location** Any site where filming will take place other than in a studio.

**Location Manager** The person responsible for finding, securing, negotiating for and administrating locations for a production.

**Location Scout** The person who assists the Location manager in finding suitable and available locations.

**Pan** When used in reference to camera movement, it is the horizontal sweeping movement of a camera across a scene.

**Pitching** Oral presentation of a project to prospective sponsors.

**Post-production** The phase of filmmaking that begins after principal photography is completed. It includes the editing, sound, music, mixing and final finishing of the film.

**Pre-production** The phase of filmmaking that begins after Development. It includes all the scheduling, breakdowns, location managing, casting, and other preparation for filming. It ends the day shooting begins.

**Producer** The person with the overall responsibility for the production. The producer has the ultimate control over spending, hiring, scheduling, and selection of all elements in a production.

**Production** The phase of filmmaking that begins on the first day of shooting and continues until all filming has been completed. Sometimes referred to as *Principal Photography*.

**Props** They are movable items that are handled by the actors.

**Scene** A sequence of events that moves the story forward and reveals characters. Scenes always take place in a single location over a single period of time. Scenes combine to form Acts, and Acts combine to form the screenplay.

**Screenplay** The script written for the film.

**Script** The written document that contains actions, dialogue and descriptions of the story to be filmed.

**Set** The place of action. It can also refer to where the filming is taking place.

**Shot** One continuous piece of recorded footage.

**Storyboard** A tool for communicating how the film will look like. It is a visual document, resembling a comic book, which portrays the design and sequence of the shots that will make up the film.

**Take** In production, it refers to a single recorded performance. A scene may be recorded several times in an attempt to capture a flawless performance. Each attempt is referred to as a take.

**Tilt** The vertical sweeping movement of a camera across a scene.

**White Balance** Adjusting the camera’s light filtering system to ensure accurate recording of true colours.

**Wrap** The end of shooting.

**Zoom** On a camera, to change the focal length from wide-angle to telephoto and visa versa.