EOPA Study Guide

EOPA Duty 1: Safety
1. Basic Ladder Safety
   a. Know the safety rules listed under “Introduction to Basic Safety”
   b. Three Points of Contact
   c. Proper climbing posture and clothing
   d. Different types of ladders and their uses
   e. Parts of a step ladder

2. Fire Safety
   a. Know the classifications of Fire Extinguishers and what each is used for
   b. Uses of Water Extinguishers
   c. Use of Dry Chemical extinguishers
   d. Use of Carbon Dioxide extinguishers
   e. Fire Blankets and how to use them

3. Personal Safety
   a. Know the 10 Tips for workplace safety
   b. Read over and be familiar with the 80 tips for personal safety

EOPA Duty 2: Pre-Production
1. Checklist
   a. Know the steps in the checklist and what is to be done for each one

2. Target Audience
   a. How to define the target audience
   b. Know the information listed under Know Your Target Audience (Ad Boss Link)

3. Production Schedules or Timelines
   a. Issues associated with a micro budget film (1st link)
   b. Steps on how to create a production schedule
   c. Know information listed under 4.1, 4.2, and 4.3

4. Scripts
   a. Types of scripts
   b. How to format a Two Column Script and a film script
   c. Know and understand script elements (Scene headings, Action, Character Name, Dialog, etc)
   d. How to make a storyboard and the lingo associated with storyboarding
   e. Watch Storyboarding for People who can't Draw Like Me. (letter d under script formats)
5. Types of Shots
   a. Know the different types of shots, how to describe, and where to use
   b. Know what a shot list is, how to make one, and why one is necessary.

6. Site Survey
   a. Know what the purpose of one is and what information do you need to know to complete one
   b. Know what you need to be aware of when conducting a site survey

7. Lighting
   a. Know the difference between hard and soft lighting and where each is used
   b. Watch Video Lighting design; Know what each light does
   c. Know and understand 3 point lighting
   d. Know how to use Ohm's Law (http://www.dummies.com/how-to/content/electronics-measurement-ohms-law.html)

**EOPA Duty 3: Production**

1. Microphones
   a. Know the different types and the applications of each.
   b. Know the pickup patterns for mics
   c. Know what types of mics are used on sets and talent
   d. Handling and Care
   e. Know what Impedance is
   d. Use of mixers

2. Connectors
   a. Know and identify the different types of connectors where each type is used
   b. Know the different types of adapters and the application of each

3. Camera Operation
   a. Know what focal length is
   b. Angle of view and how it applies to different lenses
   c. Know what depth of field is
   d. Understand apertures and f-stops and how to calculate
   e. Zooming techniques
   f. Know what shutters are used for and how to calculate
   g. Know what Gain is
   h. Know how to frame shots

4. Color Balancing
   a. Know what white balance is
   b. Understand how to white balance a camera and why it is important
5. Composition and Framing
   a. Know why selective focus is important
   b. Understand the rule of thirds
   c. Know the importance of horizontal and vertical lines
   d. Understand the concept of leading the subject
   e. Understand the 5 guidelines listed on Part II of Composition and Framing
   f. Under Part 4, understand the following:
      i. Form vs Content
      ii. Insert shots and cutaways
      iii. How to enhance the message
      iv. Difference between static and dynamic composition

6. Video Recording Media
   a. Disk Based recording
   b. Data Compression
   c. Solid State Memory
   d. File servers and file based systems

7. TV Graphics
   a. Know what CG is
   b. Know the types of image editors
   c. Understand what image processors are
   d. Understand how 3-D modeling and animation programs are used in video and film
   e. Understand the use of virtual sets and what keying is
   f. Understand the concept of motion tracking

8. Studio and Remote Shoots
   a. Understand the how a studio shoot is setup
   b. Understand how a remote shoot is set up
   c. Know the different types of Remote Shoots
   d. Understand the advantages and disadvantages of a studio and remote shoot

9. Music
   a. Understand what foreground and background music is
   b. Know the exceptions to these rules
   c. Understand the copyright issues involved for in class productions and videos played outside the classroom
   d. Understand the procedure for using copyrighted music

NOTE: Please make sure you also review the sections on Lenses and F-Stops
EOPA Duty 4: Post Production

1. Digital Editing
   a. Understand the Post production workflow
   b. Understand how to capture and import media
   c. Know the difference between capturing vs importing
   d. Know how to perform assembly editing and insert editing
   e. Understand how transitions and other effects can enhance the video
   f. Understand the process of compositing
   g. Know how to effectively use titles
   h. Understand the concept of image processing
   i. Understand the following audio concepts
      i. Capturing audio
      ii. How to use sound effects
      iii. Fading audio in and out
      iv. Sweetening and Distorting audio
   j. Know how to store and publish (export) final product
   k. Time and Frame Measurement
      ii. Understand what frame rates are
      ii. Understand the concept of time base
      iii. Know what time code is and how to use it
   l. Know the difference between interlace scanning and progressive scanning
   m. Know what resolution is
   n. Know what an aspect ratio is

2. Mastering Digital Software
   a. Know how to select hardware and software to build a video editing system
   b. Understand the interface of the editing software required
   c. Need to understand what filters are and how to use them
   d. Know the steps for exporting project to DVD

3. Editing
   a. Know the difference between linear and non-linear editing
   b. Review all concepts in chapter

4. Getting Technical
   a. Know the difference between analog and digital TV
   b. Know what the color bars on a camera is used for

5. Evaluation of Finished Product
   a. Use the 3 resources provided to understand how to market the final product
EOPA Duty 5: Ethics, Communications, and General Field Knowledge

1. Careers in the Film and TV Industry
   a. Have a general knowledge of the various careers with emphasis on the following:
      ii. Art Director
      ii. Assistant Directors
      iii. Associate Producers
      iv. Camera Operators and Assistants
      v. Casting personnel
      vi. Main Director
      vii. Directors of …
      viii. Gaffer and Grip
      ix. Producer

2. Legal and Ethical Issues Part 1
   a. Understand the concept of invasion of privacy and what it means
   b. Understand access restrictions and rights
   c. Know issues related to Libel and Slander
   d. Understand what Shield Laws are

3. Legal and Ethical Issues Part 2
   a. Understand what staging is
   b. Understand what copyright is and why it is important
   c. Know what the fair use act is
   d. Know what the term Public Domain refers to
   e. Understand how to secure rights to music
   f. Understand what talent and location releases are