

## Post-Production

### Post Process

After principal photography, the producer and EP map out the necessary post-production tasks and schedule—see [Post Production List](#). It is the producer's responsibility to monitor and manage the post schedule, and it is the post team's responsibility to meet the deadlines.

### Facilities and Equipment

See [Guidelines for Equipment Use](#).

## Music

### Using a Composer, Band, or Song

Students must have the rights to the music used in their film. In addition to the [Music Release Form](#) students may need to submit a [Cue Sheet](#) or additional [Release Forms](#) to the performers, composers, or production company. Contact your EP for further information.

### Audio Network Music

Regent's license with Audio Network (AN) music allows Regent students to use AN's extensive, quality music library in Regent class productions. Furthermore, this license extends into perpetuity, and covers exhibitions at film festivals, and copies on DVD and Blu-Ray, as well as uploads to websites. Proper music credits are required. Contact your EP for login credentials.

#### Credits

Music end-credits (for each song) should appear as follows:

“Song Title”

Songwriter1, Songwriter2, etc

Published by Audio Network

#### Cue Sheets

If the project will be submitted to music festivals, or possibly sold on Blu-Ray/DVD, [Cue Sheets](#) should also be filed with Audio Network.

### Distribution

All student films produced at Regent are invited to submit to [Regent's Annual Film Showcase](#). Regent Endowment Films must be submitted to the showcase.

# Regent University Production Manual

## Fall 2017-Summer 2018

### **Film Festivals**

Regent submits Annual Showcase Films to national and international film festivals, as appropriate and prudent.

Individual festivals can take the better part of a year to run their course. Producers should keep a list of festival timelines for their film(s), to stay informed and to ensure compliance with possible ongoing requirements, which are often very time-sensitive. A general screener copy is submitted at the onset, but films progressing to final judging rounds sometimes require additional information, production stills, graphics, or high-quality screener copies. Contact the [Regent Festivals Coordinator](#) for more information.