

STANDARD OPERATING PROCEDURES

Guidelines & Job Description – What I need to do after I get some experience?

These procedures were designed to give the person responsible in this area some indication to what needs to be achieved after a lengthy exposure and work experience. The person(s) selected for this particular position will be allowed time to adjust and train him/herself while working with the producer. Not in-depth experience or qualification is required at this stage. Please come along and share your experience with the rest of us. Thank you.

Makeup Artists, Theatrical and Performance

Apply makeup to performers to reflect period, setting, and situation of their role. **Key Makeup Artist:** Besides designing and applying the makeup for the actors, this person should supervise all the other people in the makeup department, such as body makeup artists etc. **Assistant Makeup Artists:** They assist the key makeup artist in applying the makeup on the actors. One of these artists will have to touch up actors' makeup between takes. **Hairstylist:** This person supervises assistant hairdressers and is responsible for cutting, coloring and styling actors' hair, wigs etc. **Body Makeup Person:** This person is responsible to the key makeup artist for applying makeup on the actors' bodies (neck down) when required.

Tasks

- Alter or maintain makeup during productions as necessary to compensate for lighting changes or to achieve continuity of effect.
- Analyze a script, noting events that affect each character's appearance, so that plans can be made for each scene.
- Apply makeup to enhance, and/or alter the appearance of people appearing in productions such as movies.
- Assess performers' skin-type in order to ensure that make-up will not cause break-outs or skin irritations.
- Attach prostheses to performers and apply makeup in order to create special features or effects such as scars, aging, or illness.
- Cleanse and tone the skin in order to prepare it for makeup application.
- Confer with stage or motion picture officials and performers in order to determine desired effects.
- Design rubber or plastic prostheses that can be used to change performers' appearances.
- Duplicate work precisely in order to replicate characters' appearances on a daily basis.
- Evaluate environmental characteristics such as venue size and lighting plans in order to determine makeup requirements.

Knowledge

- **Fine Arts** — Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills

- **Coordination** — Adjusting actions in relation to others' actions.
- **Equipment Selection** — Determining the kind of tools and equipment needed to do a job.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Abilities

- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Visual Color Discrimination** — The ability to match or detect differences between colors, including shades of color and brightness.
- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Work Activities

- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Judging the Qualities of Things, Services, or People** — Assessing the value, importance, or quality of things or people.

Work Context

- **Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls** — How much does this job require using your hands to handle, control, or feel objects, tools or controls?
- **Indoors, Environmentally Controlled** — How often does this job require working indoors in environmentally controlled conditions?
- **Contact With Others** — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it?
- **Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job?
- **Spend Time Sitting** — How much does this job require sitting?
- **Spend Time Standing** — How much does this job require standing?

Interests

- **Artistic** — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.
- **Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

Work Values

- **Achievement** — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
- **Relationships** — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

ANIMATION – MAKEUP & STUNTS

Animation Effects

Animation is almost essential in every film nowadays. Unreal things can be portrayed realistically into films. Jurassic Park in 1993 shocked people with the realistic dinosaurs and Final Fantasy 2001 astonished people with their computer made female leading role.

A hundred years ago and today, people are drawn to the cinema to see something they have not seen before. Terminator 2 – Judgment Day by James Cameron, the adventure action thriller which is a combination of romance and suspense gives the film industry adequate opportunity to show off the rapid progress of the special effects industry. The special effects used in Terminator 2 costed 17 million dollars which was a fifth of the production cost, which also made it clear that to achieve good receipts in the future could not overlook computer animation. Tim Burton's Batman Returns, Robert Zemeckis' Forrest Gump and Roland Emmerick's Independence Day are good examples.

In Terminator 2, the most spectacular effect were the flowing transformations of the malicious liquid metal Cyborg. It passed through prison bars and then re-merge again from a linoleum floor, This technique is called morphing or shape shifting. It is calculated and generated in a computer. The beginning and end points of the transformation are filmed conventionally and then calculated by the computer the transformation phases.

Special effects are produced by varied techniques. Jurassic Park was originally designed to use original-sized dinosaur models but Spielberg saw the genuine effect of a particular scene which required animation, so he decided to use animation for the entire film.

Zemeckis drew attention in Forest Gump. Tom Hank's lip movements were altered by the computer manipulation following the pattern's of his mouth. In Toy story, it was the first adventure to be completely generated on computer. Final Fantasy's female leading role – computer-made, was also one of the miracles animation performed.

With innovations that will carry on in the future, the potential of this dreamwork is boundless and flawless.

Makeup Effects

Makeup effects are very important in film production nowadays, especially in science fiction movies. Makeup effects can alter an actor's physical appearance in order to create the audiences a better impression of the character's background, personalities etc. They can change the actor into a completely different person or even a creature out of imagination.

There are many ways to create makeup effects, such as applying makeup, face painting and putting on all sorts of prosthetic appliances. Film makers often use prosthetic appliances to create fascinating effects, prosthetic appliances means fake parts, they can be anything from Dracula teeth to a full body costume of an alien. One of the very popular materials for making prosthetics is foam-latex. Foam-latex has been used for makeup effects for many years, it is widely used in the making of life masks. Silicone is another commonly used material, it has high heat resistance and is a very stable material that is difficult to decompose. It can be used to make all kinds of prosthetics for the body as well as molds for masks etc. Materials for makeup effects must be able to fit perfectly to the face or body and very flexible, or else it will be difficult for the actor to move inside.

To make prosthetic appliances, there are a few steps to follow. In the case of making a mask, first, a mold of the actor's face has to be made. The mold is made of substances which will become gelatin-like after setting, such as alginate. This material is to be

spread over the actor's face so that the actor's features will be transferred to the mold. Next, casting materials is poured into the mold to form a hard mold, these materials can be Gypsum Cement or plaster. Then, the material for the mask's final outcome is poured into the mold, it can be foam-latex or silicone or PVC (Poly Vinyl Chloride) or some other soft rubber-like substances. Lastly, everything is baked and when they cool down, the mask is taken out for painting and decoration.

Procedures in making other prosthetic appliances are pretty similar, but in creating all makeup effects, there are factors other than the design that have to be considered. In some movies, it takes hours to dress an actor in full costume and makeup, and it takes another long period of time to take off everything, and what if the actor suddenly has an urgent need for the bathroom? Therefore, the application process of makeup has to be as simple as possible. A full body costume often consists of many pieces, this makes the process of taking off the prosthetics more convenient. Surgical adhesives are used to glue prosthetic appliances to the body, but as more new technology is developed, some materials can stick to the skin by itself, simplifying the process of applying prosthetics greatly.

Makeup effects nowadays can be very high-tech, they can be combined with digital effects, for example, if a flaw is discovered on a piece of prosthetic appliance in the middle of the shooting, there's no need to stop and shoot it over again, the computer will fix it afterwards. All of these aim to make film production as perfect and as efficient as possible.

As more new techniques are discovered, filmmakers have to keep digging for new ideas in order to keep up in the competition of the film industry. They've come with high-tech and complex mechanical moving parts and even food colouring, simple yet not commonly used, what else will we see on the big screen in the future?

The Actors in Makeup

Makeup plays a major role and has a tremendous influence on an actor's performance. Therefore it is wise to allow enough time for the makeup artist to do a careful and detail job. The better the actor looks and feels, the more relaxed and confident he will be, therefore resulting a good performance. A good makeup artist understands all this.

The First Take

When all the actors are in full makeup and costume, the crew should have completed preparations for the first shot. The actors will rehearse again, but this time, the scene might seem more "real" because of the makeup and wardrobe. While the actors rehearse once or twice before the shooting the first take, each department will check and fine-tune their special areas of responsibility.

When the director feels that the cast and crew are ready, it is time to shoot the first take. Once everything is ready to roll, the first AD calls for quiet on the set, then commands, "Roll sound, roll camera". The director then calls, "Action". If the director doesn't call "Cut" during the take, then it might be a good take. However, the dolly might have hit a bump, or the sound mixer might have picked up a car honking in the distance, things like that. Sometimes it's really amazing that things can run along smoothly with so many possibilities of error.

A director may choose to print several takes of a given scene. Then maybe he could choose two or three variations of the take and perhaps go to the cutting room to edit the prints. The director could choose to use the first half of one take and the second half of another take. As a director, the important thing is to know what you want and to be decisive about moving on.

Following this process, continue this for each scene on each day in the schedule until you've finished the film. Sooner or later, success will be just around the corner.

These Standard Operating Procedures [SOP] were designed only to be a guide and help to you.



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