From Preparation to Shooting

TRAINER
Edith SIMOES

LEARNING OBJECTIVES
Identify the role and responsibilities of the makeup department on a fiction shoot.
Read and analyse a script to assess the technical and artistic makeup requirements.
Produce the preparation documents needed to coordinate and track the shoot.
Use digital tools suited to preparing a project.
Apply these skills in a realistic simulation of preparing for a shoot.

WHO IT IS FOR
Makeup artists / freelance film and entertainment technicians

DURATION
28 hours – 4 days

PREREQUISITES
None

PRICE
€2,560 excl. VAT / €3,072 incl. VAT

COURSE OUTLINE

DAY 1 – Introduction to preparation: the role of the makeup department

Morning
- Welcome and course introduction.
- Participant introductions: backgrounds and expectations.
- The makeup department: its role and how it works with other departments (directing, script supervision, production, costume, hair…).

Afternoon
- Stages in preparing a shoot: prep, tests…
- Review of the day and preparation for the next day.

DAY 2 – Reading, script breakdown and digital tools

Morning
- Script breakdown method: how to spot and extract the useful information.
- Practical workshops: breaking down script extracts alone or in pairs.
- Introduction to digital tools: organising work on Google Drive; introduction to Goodnotes or similar (visual note-taking, annotations)

Afternoon
- Creating an individual makeup continuity (character by character).
- Building a day-by-day breakdown: allocating tasks per shooting day from the shooting schedule.
- Formatting and digitally archiving documents.
- Review of the day and trainer feedback.

DAY 3 – Logistics documents and team coordination

Morning
- Shoot preparation documents and what they are for: production supplies list; additional makeup crew (dailies) schedules; ATA carnets (temporary export of equipment)
- Guided drafting of each type of document using a running case study.

Afternoon

- Reading and understanding a call sheet: what it contains and what it means for the makeup department.
- Simulation: preparing a typical shooting day (assigning roles, organising the flow of actors, coordinating with other departments).
- Introduction to the ITSI app
- Discovering the IMDb database and why it matters for your career.

DAY 4 – Hands-on practice and professional simulation

Morning

- Group review of the documents produced.
- Full simulation based on a short-film script.
- Structured feedback from the trainer.
- Advice and Q&A
- Individual assessment: quiz, oral interview or reflection on the simulation.
- End of the course and presentation of certificates.

TEACHING RESOURCES

Short scripts (from real projects).
Sample shooting schedules and call sheets.
Template spreadsheets to fill in (Excel, interactive PDFs).
Software/apps: Google Drive, Goodnotes, ITSI.

TECHNICAL RESOURCES

FX products from all brands provided
Makeup tools from all brands provided

ASSESSMENT

Simulated professional situations
Practical exercises with continuous assessment

CERTIFICATION

Certificate of completion