



Film Still	Film Title	Responsible for	Directed by
	<p>1. Will to Fly 0:04-0:24</p>	<p>Assigning all tasks. All scheduling throughout every stage of the production pipeline. Creating forms for tracking all progress on film. Monitoring, managing, and maintaining project space. Setting up and reserving meeting spaces. Managing and coordinating all crew members. Recruiting and interviews for additional crew members. Reminder and update emails to crew members. Receiving approval and posting any and all promotional material.</p>	<p>Chelsea Bill</p>
	<p>2. Hunted 0:24-0:42</p>	<p>Pipeline scheduling and consulting. Retrieving, confirming, and maintaining potential crew members commitment to film. Setting up and reserving meeting spaces. Tracking crew member participation at crew meetings. Sending follow-up emails after crew meetings.</p>	<p>Michael Anthony Nieves</p>
	<p>3. Bomber 0:42-0:59</p>	<p>Initial production schedules for the pipeline of the film. Minor recruiting. Receiving approval and posting promotional material. Setting up and booking meeting space and sending follow-up emails to missing crew member s.</p>	<p>Emily Rose Gerich</p>
	<p>4. Fish Tale (ongoing) 0:59-1:24</p>	<p>All scheduling. Crew recruitment, interviews, management, coordination, and direction. Aesthetic direction. Story development. Creating, managing, monitoring, and maintaining project space. Setting up and reserving meeting spaces. Receiving approval and posting any and all promotional material. Email updates for all active crew members.</p>	<p>Rebecca (RJ) Stansell</p>