Hothouse Productions at the College of Communication is an intensive semester long field and classroom based experience for talented graduate and undergraduate students at Boston University. Taught by Garland Waller, an award-winning producer and a professor in COM’s TV department, Hothouse Productions provides students with an opportunity to put into practice what they have been learning in the classroom. Teams of students are created, usually four to a group. The goal is for each group to complete a student-run, client-driven production by the end of a school semester. Non-profit and for-profit organizations seek the energy, determination, and newly-minted experience of the Hothouse Production teams.

Timeframe for Hothouse Production Projects
For the fall semester, productions begin in early September and are completed by early December. For the spring semester, productions begin in mid-January and are completed by early May.

Process of Communication
Hothouse does not have an official office. Students work as teams, usually of four, but that means that they may be using phones, e-mails, and faxes in their rooms. Client meetings are a must with the students and these will usually be at the client’s office, or a place of mutual convenience. Professor Waller’s e mail is garwal@bu.edu but this is to be used only if a student cannot be reached.

Criteria for Hothouse Productions
Over the years, Hothouse Productions has learned that certain basic requirements are needed in order for the production to work and for the client to be pleased with the final product.

- Students and Clients need to be clear about long and short-term goals of the production. They should be defined in writing so early in the process, the client submits an application (below) and any additional materials that will help students to create the production.
- The primary focus and mission of the organization must be specified before shooting or production begins. It’s best if this is in writing.
- Both client and students need to be clear about the parameters of the production.
- The client must either be THE contact person or designate ONE person from the organization who is the “yes” person; the one person who can say yea or nay to production goals, needs, etc. This person could be the executive director or it could be a staff person, but it must be clear to everyone (client and students) at the start of the production who this person is.
- No project will be accepted unless it can reasonably be completed during one semester.
- A fee of $500 must be submitted before production begins. This fee covers BU shooting, editing, and all producing but it does NOT cover any additional expenses like travel, props, etc. (This money helps BU’s Hothouse Productions to purchase necessary technical equipment to keep current. Students are not paid for their services but they are reimbursed for production expenses. The Client must agree to covering the $500 Hothouse fee PLUS the budgeted expenses.
- The Client agrees to pay these ADDITIONAL EXPENSES which cover production expenses like travel, taxis, studio space or rentals if necessary, video cards, etc. These expenses tend to run from $250-$1000 depending on travel. Clients should consider travel needs in advance.
• Students will submit a budget estimate after client and student have met to determine production needs.
• Client will approve expenses at the start of the semester when students submit a budget estimate.

Student Teams
Professor Waller assigns student teams in class. All students have taken Video/Film Production and The Creative Producer. Many have taken additional courses in post-production, editing and producing.

For an overview Hothouse Productions at The College of Communication, please visit: http://www.bu.edu/com/ft/hothouse/index_content.html (This web site is currently being updated.)

Boston University Web Site
Hothouse students will be able to use the produced video for on line resumes and on the BU/Hothouse web site on completion of the project.

For Additional Information
For additional information or clarification regarding projects please email Professor Garland Waller at garwal@bu.edu.

The Production Process

Step One: Submit Application to Hothouse Productions (followed by the $500 check.)

Step Two: Application Review and Selection: Professor and students discuss project to see that it can be completed properly in the one semester time frame. This takes place the first two weeks of each new semester.

Step Three: Initial Meeting
The students working on the production will contact the client by phone or email to arrange an initial meeting with the appropriate individual(s). This must be a person who has the power to say thumbs up or thumbs down during the entire production.

Project Timeline
The client and the students must clarify at the beginning of the production timelines and vacation/absence dates. There should NEVER a time when the project comes to a complete halt. All projects must be completed by early December (for the fall semester) or early May (for the spring semester). Student will receive a grade of Incomplete (I) for Hothouse if the project is not completed by the end of the semester. Once the project has been submitted to the client and the client has signed off on it, a grade will be given to the students. Hothouse commits to all projects being completed with organization signoff.

**** This will be completed each semester. ESTIMATE OF DATES.

<table>
<thead>
<tr>
<th>Timeframe: These are ballpark estimates,</th>
<th>Milestones/Activity</th>
<th>Please indicate if there are any conflicting events during this time— i.e. fundraiser, audit, vacation, retreat, religious holidays</th>
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</thead>
<tbody>
<tr>
<td>Early September</td>
<td>Accept Projects, Assign Groups/Teams</td>
<td></td>
</tr>
<tr>
<td>9/10</td>
<td>Meetings with Client. Goals and Timeline determined.</td>
<td></td>
</tr>
<tr>
<td>9/18</td>
<td>Budgets determined. Check from client. Agreement is signed.</td>
<td></td>
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<tr>
<td>10/1</td>
<td>Shooting begins. Meetings continue.</td>
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</tbody>
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Section One: Background Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>10/15</td>
<td>Rough scripts submitted. Shooting continues.</td>
</tr>
<tr>
<td>11/1</td>
<td>Shooting concludes.</td>
</tr>
<tr>
<td>11/5</td>
<td>Written Script given to client. Client Approval</td>
</tr>
<tr>
<td>11/18</td>
<td>Rough Cut submitted to client. Thanksgiving. We will work around Thanksgiving, but someone needs to be able to look at a script the week before Thanksgiving to give feedback</td>
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<tr>
<td>11/30</td>
<td>Responses/changes made to production Keys, editing changes, web site info</td>
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<tr>
<td>12/6</td>
<td>Final Project submitted to client</td>
</tr>
<tr>
<td>12/7</td>
<td>Production Package submitted to professor and client (releases, logs, PR release, etc.</td>
</tr>
<tr>
<td>12/8</td>
<td>Screening of HH projects</td>
</tr>
</tbody>
</table>

AGAIN, THESE DATES ARE ESTIMATES.

Section Two: Project Information

Please submit this application by email to Garland Waller at garwal@bu.edu by mid-September.

Please answer the following questions in brief. Additional information will be requested if necessary.

1. Organization/Business Mission and Primary Activities:
2. Describe the problem, challenge or opportunity that you have identified in your organization. Let us know the areas on which you most want to focus in this production? How long do you imagine the final production to be?

3. Describe the work you would like to see the team do to address the problem, challenge or opportunity; describe any steps that your organization has already taken if any.

3. Describe any materials you have on hand that you MIGHT wish to include in the production. Are there archival stills, videos?

4. Are there any people who you believe must be interviewed on camera for this production? Please give their names, e-mails, and their relevant expertise.

5. What specific deliverables do you expect from this project? (i.e. budget, video production, on line viewing, major screening, etc.)

6. List any other concerns or issues that might be important to this production.