

P.O. Box 28627-00100

Telephone: 020 2138197, 0738 724 140, 0720950454

Email: [redwoodfilmskenya@gmail.com](mailto:redwoodfilmskenya@gmail.com)

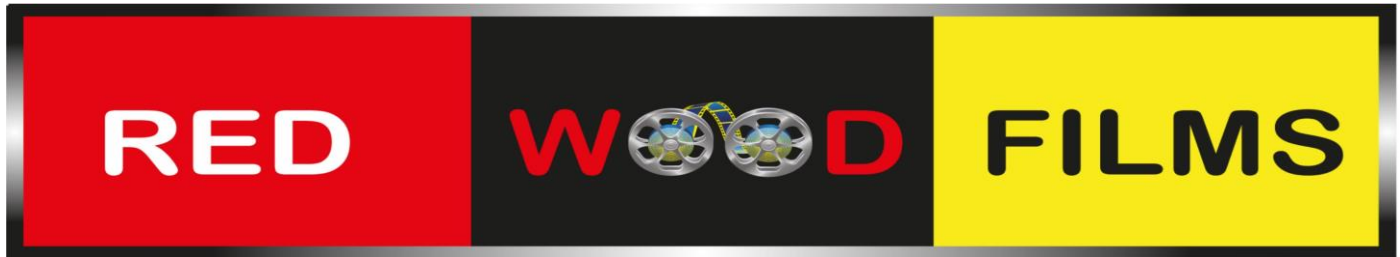
# **PRODUCTION GUIDE**

**(FILMING DIVISION)**

**TELEVISION FILMING**

**PRODUCTION**

**RED WOOD FILMS LIMITED**



P.O. Box 28627-00100

Telephone: 020 2138197, 0738 724140, 0720950454

Email: [redwoodfilmskenya@gmail.com](mailto:redwoodfilmskenya@gmail.com)

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THE END OF THE PRODUCTION PERIOD.

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**RED**

**WOOD**

**FILMS**

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Dear Partner,

Thank you for being a part of the Film/Television Production Division by lending your expertise, time and talents to Red Wood films Ltd. On behalf of our Founders, Directors and Management Team, I welcome you to Red Wood films Ltd. And more specifically to the Film/Television Production Division family. we are proud of to have you board (Red Wood films) This Production Guide, alongside the accompanying documents are designed to give you a better understanding of how we work and more specifically, how you can make significant contribution to our productions. It will also guide you in your interactions with your colleagues in manner that will engender co-operation, understanding, order and ultimately corporate success and fulfillment. If you have any queries about this guide or any aspect of your work, please do not hesitate to contact me.

I hope you will enjoy your time with us. I look forward to working and interacting with you.  
Most sincerely,

Veronica Akinyi Odong'

Chief Human resources Managers Officer

Red Wood films

Hurlingham Plaza

P.O. Box 28627 Argwings Kodhek Road Nairobi.

Tel : 0738724140

Cell : 0720 950 454 / 0719 405 961

Email [redwoodfilmskenya@gmail.com](mailto:redwoodfilmskenya@gmail.com)

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### **COMPANY PROFILE**

#### **The Company**

Red wood films Ltd is a fully integrated, broad-based entertainment company and a regional leader in the creation, production and marketing of all forms of creative content and its related business.

#### **Vision:**

“Red Wood Films Ltd will be a leading world-class entertainment company of Kenya origin, admired and respected for quality and excellence.”

#### **Mission Statement:**

“Our mission is to be Africa preferred world-class creator, producer, distributor and marketer of memorable quality entertainment experiences by delivering excellent value to customers Through a motivated and visionary team.”

#### **Values:**

##### **Creativity**

We encourage and promote imagination, initiative, and thrive on innovation through originality, encouraging risk-taking and divergent voices. We have the highest regard for individual expression and creative freedom, which are important qualities that reflect our enterprising spirit and drive our continued innovation and growth.

##### **Customer Focus**

Our Company’s strategic vision is driven by the needs of our customers. We are Committed to anticipating these needs and building customer loyalty, because we Value our customers and put their needs and interest at the center of everything we do.

##### **Value Creation**

We must deliver consistent revenue and earnings through growth, in order to provide

Our shareholders true value creation. We strive to advance our competitive position by building upon our historical strengths, and our commitment to quality in all that we do thus out-performing our competitors. Our employees must be allowed to share in this value creation through appropriate programs.

##### **Teamwork**

Networking our talents and skills is the best tool for developing the creativity and responsiveness that customers deserve. We treat one another with respect, working Together and communicating openly and directly within and across our departments and Businesses-creating value by maximizing our efforts and results as one team.



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#### **Ethics**

We honour God in all that we do and observe strict ethical standard: we act with integrity  
In all situations, respect the law, maintain harmonious and respectful relations with  
Others, protect confidentiality, place professional ethics above consideration of financial  
Performance, protect the company's property and environmental resources respect.  
Honoring these ethical standards is a condition for being a part of Red wood Films ltd, and earns us  
the trust and respect of customers and business partners.

#### **Diversity**

We attract and develop the best talent, seeking to include the broadest range of people  
And perspectives defend and encourage cultural diversity in different forms of cultural  
Expression. We value the variety of our dynamic creative content, which represents our  
heritage and the world's cultural diversity.

#### **Responsibility**

We work to improve our communities, taking pride in serving the public interest as well  
as the interests of our shareholders. We place a high priority on maintaining social  
dialogue and social cohesion throughout out company, and fully assume our  
responsibility to behave as good corporate citizens. The success of these efforts relies on  
the personal involvement of our employees.

Products & services.

#### **Live Entertainment**

Production of four leading premium theatrical and concert entertainment brands for international  
audiences.

#### **Filmed entertainment**

Production of leading films, television dramas, series, mini-series and documentaries for global  
audiences.

#### **Music Entertainment**

Production of different genre of music though leading music labels owned by the company.

#### **Talent Management**

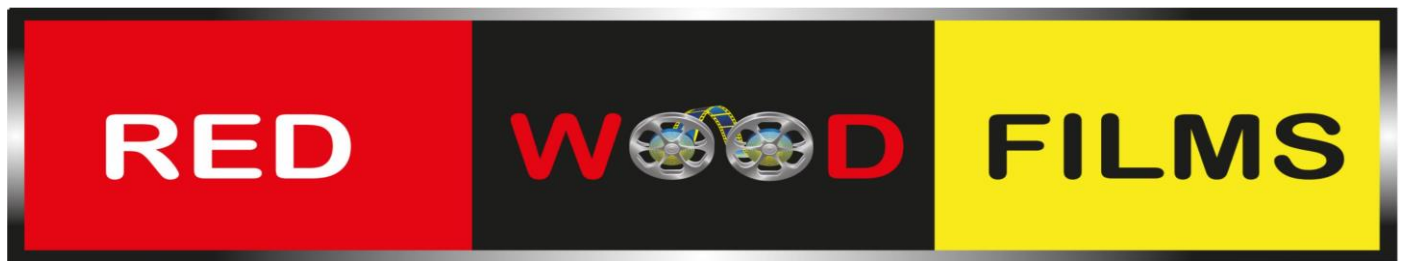
Management, training and development of talent for the entertainment industry using leading  
international expertise.

#### **Consumer Products / Merchandise**

Production, marketing sales and distribution of consumer products/merchandise derived from  
company brands and shows.

#### **Consulting**

Providing expertise and premium customized entertainment solutions for third parties including but  
not limited to conceptualization, scripting, corporate entertainment, talent and production  
management



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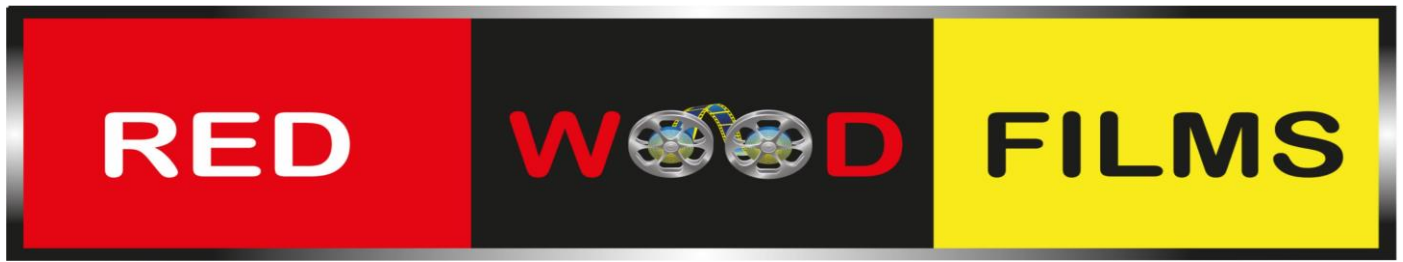
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### **A Message From Richard Otieno Owino**

One of Red wood Films ltd competitive strengths .This is been the recognized fact that we are a very ethical company with integrity. This is because the company holds a position of leadership in the entertainment industry, we want to ensure Our dedication to maintaining the fundamental principles of fairness, honesty and common sense, which are the heart of the Company's philosophy, values and corporate standards. Strong business ethics form the basis for all of our relationships with employees, Customers, sponsor(s), partners, competitors, suppliers and colleagues. Actions that falls short of, or even appear to fall short of standards can only undermine our business Integrity, excellence, and ultimately our success as a company. By preserving these values and business ethics, a responsibility falls to all of us, please take a few moments to read and review Red Wood Films statement of Values and Business Ethics that is summarized in the following pages alongside our Code of Ethics & Practice. This is intended to give a brief overview of some of the most important principles underlying the Company's code of business ethics. Any violation of this policy may result in immediate disciplinary action, up to and including termination of employment. By working together and continuing to honour the high standards of Red Wood Films Company has embodied in this Statement of Values and Business ethics and exemplifying the guiding principles of fairness, reason and honesty, we can move forward to our commitment and integrity.

Richard .O. Owino

Executive Director



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### **STATEMENT OF VALUE & BUSINESS ETHICS**

#### **INTRODUCTION**

This short summary is obviously not meant to address every instance in which we are called upon to observe and practice sound business ethics. However, it is meant to remind us that if one of us strive to live and abide to ethical principles in the day-to-day conduct of business, we foster an environment of mutual trust and respect, and continue to build on our reputation for integrity, which is the foundation of the company. All aspects of our business are based on the highest ethical standards. The Company believes that trusting and long-term relationships are build through honesty, openness and fair play. Since our employees are key to our success and we're all part of the corporate team, and always take responsibility for our own actions and conduct. In addition, managers are responsible for directing the actions of others and for setting an example to other employees, they should be familiar with this Statement of Values and Business Ethics and how it applies to them and to those under their supervision. It should be remembered that no one has authority to require or influence another employee to violate this code of conduct, and any attempt to do so may result in immediate disciplinary action, up to an including termination of employment.

Good judgment is a fundamental basis of everything The Company understands our ethical and legal parameters. We have a responsibility to follow applicable laws and regulations in all locations where we do business. Instances where the law is not explicit require using good judgment, adhering to the spirit of the law, and following the principles of honesty, integrity, and common senses. If you have any questions about how these principles affect you or if you observe what you believe to be inappropriate, unethical, or unlawful conditions at any time, please contact your manager, the Human Resources Department or the Executive Office, unless otherwise noted.



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### **WORK ENVIRONMENT**

The Company respects and highly values its diverse employee population. Accordingly, the company has an unwavering ethical commitment toward promoting a workplace that is respectful of personal differences and free of discrimination and harassment. This principle applies in our hiring and interviewing process as well as all aspects of our work environment. By providing a respectful, creative, and positive atmosphere where employees can be successful and achieve, the company is capable of attracting, motivating, and retaining the best people available. Red wood Films ltd is committed to providing a work environment free of discrimination and harassment based on age, ancestry, color, marital status, medical condition, mental disability, physical disability (including persons infected with the HIV virus or persons with AIDS), national origin, race, religion, sex, sexual orientation or veteran status. It is the Company's intention to provide an atmosphere free of harassment that creates tension and/or an intimidating, offensive, or hostile work environment. Conduct that causes such conditions violates the Company's code of business conduct. Abusive, insulting, or offensive actions of any kind, including unwelcome requests for sexual favors, sexual advances, and conversation containing sexual comments, are considered harassment that disrupts or interferes with work performance or that creates an intimidating, hostile, or otherwise offensive environment. Any employee experiencing such harassment is encouraged to report the incident to their manager, next-level manager, Chief Human Resources Officer, or the Chief Executive Officer without fear of reprisal. All incidents will be immediately investigated and the appropriate action taken.

### **CONDUCT AND BEHAVIOR STANDARDS**

All employees are expected to contribute to the success of Red Wood Films by performing their jobs as required and conducting themselves in a professional manner consistent with the company's business philosophy, values, code of ethics and standards of business conduct. Employees honesty and integrity are essential to ethical business practices. Employees are required to prepare all reports, including expense reports and sales reports accurately and truthfully, additionally, it is essential to avoid making misrepresentations or dishonest statements to anyone inside or outside the company.

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The following list includes, but is not limited to, acceptable conduct that is considered detrimental to the company's best interests and may result in immediate disciplinary action, up to and including termination of employment.

- Violation of the Corporate Management Approval Process (MAP)
- Falsification of facts or company records
- Unethical, immoral, indecent or illegal conduct
- Harassment (which includes, but is not limited to, sexual harassment, physical fighting, or other abusive conduct creating an intimidating, hostile or offensive work environment)
- Discrimination against any employee or applicant due to age, , ancestry, color, marital status,
- medical condition, mental disability, physical disability, national origin, race, religion, sex, sexual orientation, or veteran status
- Deliberated destruction of company or other employee's property
- Deliberate work stoppage or slowdown
- Theft, misappropriation, or unauthorized personal use of company property or property of others
- Insubordination/refusal to follow legitimate direction from a manager or deliberately Undermining a manager's authority.
- Bringing weapons, illegal substances or other contraband onto company property or being in possession, or in the case of illegal substances, under the influence, of same. Any action which seriously impacts the company's business or image in a negative or destructive way
- Any conduct that poses a serious threat to the health or safety of employees or company operations,
- Unsatisfactory attendance or abuse of sick leave
- Gambling during work hours or on company property
- Consumption or being under the influence of alcoholic beverages on company premises or during official company functions and engagements

Misuse of Red wood Films Ltd , including the company's equipment, supplies, E-mail and counter and voice mail systems can constitute unethical conduct. These tools and Resources are intended to assist employees in conducting legitimate company business, and any other Use of such property is discouraged.

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In addition to the foregoing prohibited acts, any of the following conduct by any employee, including the senior management must be reported immediately to the Company's Legal Counsel and/or the Chairman of the Board of Directors:

Violation of the Company's revenue recognition policies and procedures, or any other Company policies or procedures designed to insure full, fair, accurate, timely and understandable disclosure of Company information as required by any applicable governmental law, rule or regulation.

Failure to fully, fairly, accurately, understandably and timely disclose to the appropriate individual(s) within the Company any and all information that relates to the Company's business, operations or financial condition that may need to be reported or disclosed pursuant to any applicable governmental law, rule or regulation.

Misrepresentation, concealment, falsification or destruction of any documents or other information relating to the Company's business, operations or financial condition that may be required to be reported or disclosed, or used to prepare documents required to be reported or disclosed pursuant to any applicable governmental law, rule or regulation. Any other activity or conduct that could cause an individual, the Company or any of its officers or directors to violate any applicable governmental law, rule or regulation relating to full, fair, accurate, timely and understandable disclosure of information required to be disclosed to any third person.

### **CONFLICTS OF INTEREST**

A conflict of interest is generally any activity that is, or appears to be, opposed to the best Business interests of Red wood Films ltd . Conflicts of interest include, but are not limited to, the following examples. Employees shall not directly or indirectly work or consult for a competitor or engage in activity that is competitive with business interests (including working for a Red wood films Agency Vendor). It is never acceptable for an employee to utilize Red wood films customer lists or contacts to market their own or third-party goods and services, even if they are not competing with Red Wood Films ltd products or services.

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Employees shall avoid having a material financial interest in any Company where that interest might conflict with Red wood Films ltd business concerns. Employees are permitted to give or accept gifts and/or favored treatment only within the parameters stated below. However bribes and kickbacks are in all circumstances absolutely not allowed by Red Wood Films ltd Receipt or provision of money is never allowed (regardless of the amount). Following are guidelines to use in determining what is and is not considered appropriate by

Red Wood Films in this area: Personal gifts or favored treatments that are expressly or tacitly conditional to obtaining business in exchange for the gift or favored treatment are never

Permitted. No management personnel or employees of Red Wood Films may take or give bribes or kickbacks from or to contractors, subcontractors, consultants, vendors, sponsors, partners, suppliers, competitors or customers. Provided they are 1) consistent with Red Wood Films business practices, 2) they do not violate applicable laws, and 3) public disclosure would not embarrass Red Wood Films the following gifts or favored treatment may be accepted or given by Red Wood Films employees: Reasonable meals or entertainment as long as they meet the above criteria

- Lodging or airfares as long as they meet the above criteria, have been approved directly or indirectly by the Executive Office, coordinated by Red wood films personnel, and are consistent with Red Wood Films travel policies.

- Speaking fees or other fees received by a Red wood Films employee or paid to a third party by Red Wood Films as long as they meet the above criteria and are approved by the Human Resources Department (and the Executive Office, should it exceed

KSHS. 50, 000.00).



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Gifts of equipment, goods, services, gratuities (other than money), benefits, vacation, discounts and the like must meet the above criteria AND must be approved as follows: If value is equal to or less than KSHS. 5000 per third party per calendar year – Need approval of employee's manager. If value is greater than KSHS. 5, 000.00 but equal to or less than KSHS. 10, 000.00 per third party per calendar year - Need approval of employee's next- level and Divisional manager. If value is greater than KSHS. 10, 000.00 but equal to or less than KSHS. 20, 000.00 per third party per calendar year Need approval of the Human Resources Department. If value is greater than KSHS. 20, 000.00 per third party per calendar year – Need approval of the Executive Office.

**NOTE:** Gifts and promotional items distributed by the Red Wood Films Marketing Department for delivery to customers, vendors and other third Parties may be given without the approvals required above, regardless of the value of the gift or promotional item, provided that purchase requisitions for these gifts and Promotional items are approved per the Red wood Films Management Approval Process (MAP). Red Wood Films may receive and evaluate appropriate complimentary products and services. It also may make a gift of equipment to a Company or an organization, provided the gift is authorized by the Executive Office. In rare circumstances, local custom in some countries may call for the exchange of gifts having more than nominal value as part of the business relationship. In such cases, gifts may be given or received only if they comply with written guidelines approved by the Executive Office. Such gifts may only be accepted on behalf of Red Wood Films (not an individual). In all cases, the exchange of gifts must be conducted so there is no appearance of impropriety. Red Wood Films expects employees to devote full attention to their work, and therefore discourages other employment outside Red Wood Films

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Company employee, whether full time or part time, may engage in outside work or services for and actual or potential customer, partner, sponsor, competitor or vendor under any circumstances. An employee may engage in outside activities at companies not prohibited by the foregoing, with written approval from Human Resources Department. While Red Wood Films is concerned with maintaining its competitive edge in the industry, only authorized Red Wood Films employees or agents should conduct market intelligence with respect to other companies, and only by straightforward legal means. Additionally, the reputation of Red Wood Films products and services is built on merit, not on the disarrangement of competitors or their products and services.

### **COMMUNICATION WITH THE FINANCIAL COMMUNITY AND / OR MEDIA**

Employees who are contacted by a member of the financial community or media are not authorized to provide information regarding Red Wood Films or its business without prior approval. Financial calls should be referred to the Executive Office, Finance Department; calls from industry analysts should be referred to the Commercial Department; and calls from the media should be referred to the Marketing Department.

### **PROTECTING COMPANY INFORMATION**

Trade secrets, technology, ideas, customer lists, scripts, proposals, unannounced financial data, marketing and pricing strategies, and business plans are, among others, Red Wood Films most valuable business assets and protecting their confidential and proprietary nature is the ethical duty of every Red Wood Films employee. Employees must consider

whether information they handle or share might give Red Wood Films competitive advantage or could damage Red Wood Films if its disclosure were out of the Company's control. If so, it would Red Wood Films be considered confidential. When in doubt, contact the Human Resources Department. In addition, no employee must ever attempt to obtain or use another Company's proprietary information for Red Wood Films Company's benefit or otherwise in violation of law or any applicable agreement.



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### **INFORMATION SECURITY**

Information is vital to Red Wood Films continuing success. Inadequate protection or misuse of Red Wood Films information assets could give the Company's competition an unfair advantage, diminish the quality of our products and services,

Increase the risk of litigation, or otherwise harm the Company. All Red Wood Films employees share a responsibility to our customers, sponsors, partners, shareholders, and each other to protect Red Wood Films customers, and vendor information assets from unauthorized access, use, modification, destruction, theft, or disclosure and must treat such assets in accordance with any information handling policies issued by Red Wood Films

### **LAWS AND DEALING WITH THE GOVERNMENT**

Ethical conduct required the observance of the laws of Kenya and all countries where

Red Wood Films conducts business. Violation of governing laws subjects Red Wood Films to significant risk that could lead to fines, penalties and damaged reputation. Although laws, the following general guidelines should be followed when dealing with any governmental agency:

- NEVER discuss or offer employment or business opportunities to contracting officers or government officials who may influence an official act or decision affecting Red Wood Films
- NEVER offer or give gifts or favors to anyone in connection with any government contracting activity, including "kickbacks" to any customer who is a prime contractor with a government entity.

- NEVER offer or give bribes or other questionable or irregular payments (whether in the form of cash, goods or other property) if you know, or have reason to believe, that such payments will be used to influence government officials or their representatives to facilitate official acts or decisions involving. Red Wood Films This rule applies even if such payments are considered customary or legal in the countries in question.



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## **TRADE REGULATIONS**

Trade laws and regulations in Kenya and elsewhere around the world are intended to foster ethical competition in the marketplace and to limit activities that restrain trade. accordingly, employees must never discuss or enter into any arrangement or understanding with a competitor regarding the pricing of products, favoring or withholding business from particular customers or vendors, or any other activity that may have antitrust or anti-competition implications. any questions regarding trade or competition laws or how they might affect the way employees or the Company conduct business should be referred to the Executive Office.

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### **PRODUCTION ORGANIZATION**

The Production Process for the film/Television Production Division that is handling. Red Wood Films organized into Five Key Units and Five sub-units:

1. Production Committee/ Producers' Team
2. Production Team
3. Production Support Office
4. Production Sections
5. Production Interns

Following is the composition and key responsibilities of each part of the organization

1. Production Committee/Producers' Team

Members:

Executive Producer

Series Producer

Consulting Producer

Production Manager (Secretary)

Production Consultants:-

Acting Coach

Editing Coach

Director of Photography Coach

### **Key Responsibilities**

Overall responsibility for the Film/Television Production Division and production of “Red Wood Films Overall appointing authority for Team, Staff, Cast/Company, and Intern Performs the quality control function to ensure production excellence.

Direct responsibility for marketing communications, sales, finance, human resources, legal, security and compliance.

2. **Production Team**

Members:-

Executive Producer

Series producer

Consulting Producer

Director

1st Assistant Director.

2nd Assistant Director

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Casting Director  
Location manager  
Transport Manager  
Sound Designer  
Art Director  
Director of Photography  
Set Dresser/Property Master  
Editor  
Production manger (Secretary)

### **Key Responsibilities**

Artistic interpretation, planning and execution to set standards and timing  
Rehearsal planning and co-ordination.  
Delivery of the Production on –time and on-budget  
Direct supervision of Production Staff, the Cast/Company and Production interns assigned to it.

### **3. Production Support Office**

Members  
Marketing and Publicity Officers  
Human Resources Officers  
Production Accounts  
Administration  
Production manager  
Transport Manager

### **Key Responsibilities**

Provide and administrative, technical and logistical support to the production team to deliver the production to set standards, budget and timing.

### **4. Production Sections**

Members:-  
Direction Section  
Photography Section  
Design Section  
Sound and Music Section  
Post Production /Editorial Section.

### **Key Responsibilities**

Day to day artistic and technical implementation of the production ensuring coherence and Synchrony of all such elements and quality.



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### **5. Cast or Company**

#### **Members:-**

This comprises of the actors and actresses who have been passed by the Audition & Review Board and ratified by the Production Committee, to be part of the film/television production cast. They all fall under the direction of the Direction Team, but at the same time nominate an actor and an actress as Cast/Company Captains to represent them

#### **Key Responsibility:**

Accurate dramatic, musical and choreography representation of the production as far as is possible by the role assigned.

### **6. Production Interns**

These are individuals recommended by the Production Team and approved by the Production Committee, to help in various areas of the production as may be required from time to time.

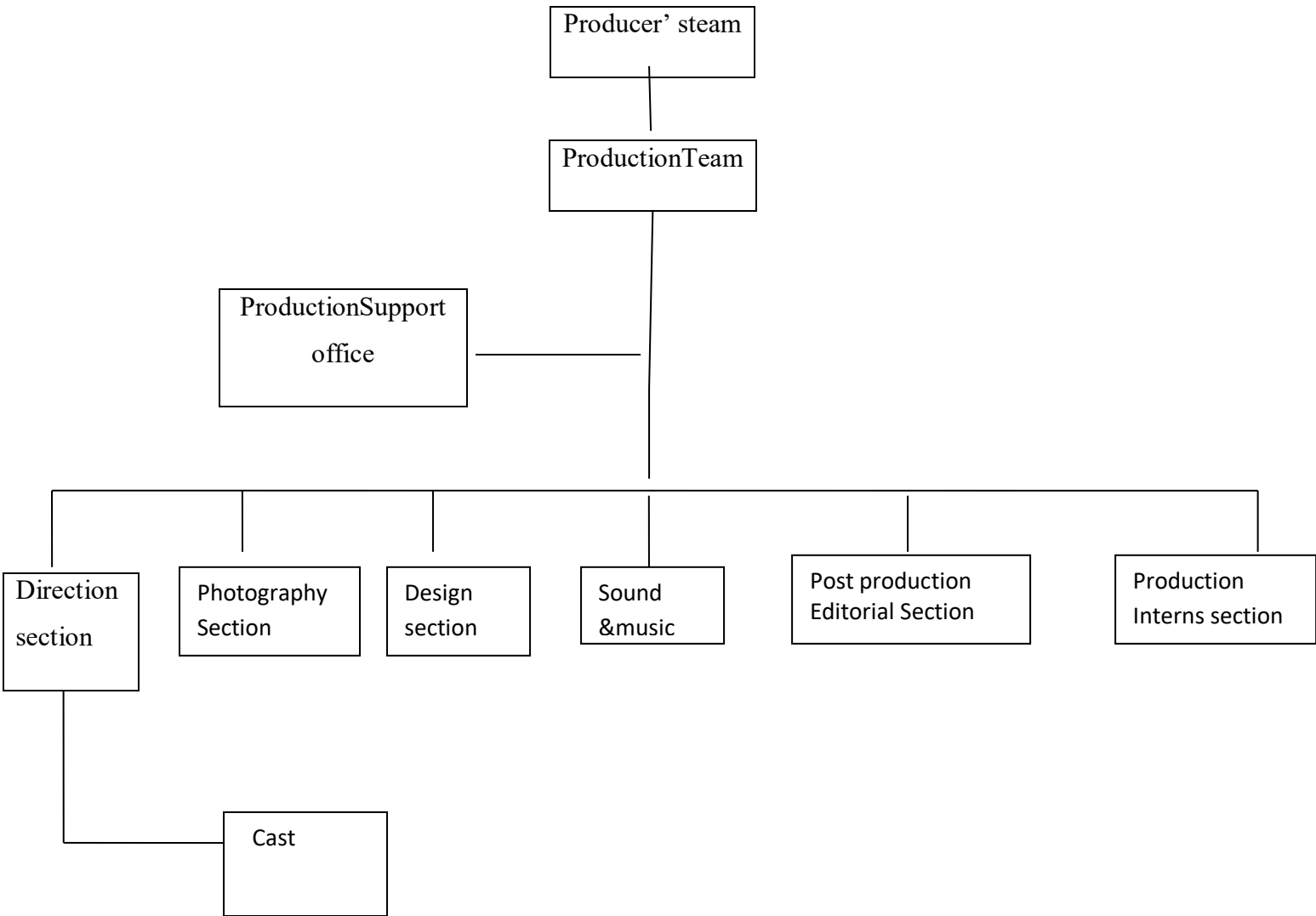
The interns are voluntary workers, who barter their time and effort in exchange for experience, exposure and skills learnt during the production process.



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**PRODUCTION ORGANISATION SUMMARY**



The logo for Red Wood Films is a horizontal banner divided into three colored sections: red, black, and yellow. The word 'RED' is in white on the red section, 'WOOD' is in red with a film reel icon in the 'O' on the black section, and 'FILMS' is in black on the yellow section.

**RED**

**WOOD**

**FILMS**

P.o Box 28627-00100

Telephone: 020 2138197, 0738 724 140, 0720950454

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### **KEY EVENTS & SCHEDULE**

The schedule is attached and within that schedule, there are specific key events that all Units of the production organization must be familiar with and execute on time:

#### **GENERAL**

##### **a) Recruitment**

- This involves the process of attracting and selecting the most talented and Moldable cast and crew to work on production at competitive rates.

##### **b) Orientation**

- This involves a formal introduction of each person taking part in the production to the team. During this time, everyone is encouraged to seek clarification on issues pertaining the production and the Production Company.

##### **(c) Contracts and Recruitment Package**

- Everyone is expected to sign two copies of his/her contracts to formalize the employment.
- All employees must complete the employee information forms and hand them the Human Resources Department for filing.
- All employees shall also receive their job descriptions which will serve as performance benchmarks.
- The Scripts, shooting schedules, call sheets and other administrative documents will be handed to each employee in the course of the production by the production Manager
- Employees (where applicable) are expected to invoice the Accounts Department by the 15th day of each month in order for the payment to be processed by payroll.
- All documents handed to the employees serve as a memorandum of understanding which binds the employee to the agreed terms.

##### **d) Performance Reviews.**

- This is when the Producer's team, led by the Executive Producer, officially reviews and documents the progress of rehearsals and performances, in person.
- It will also be an opportunity for them to interact personally and receive first-hand information from the Cast, Production Team, Production Staff and Production Interns.

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- The Producer's Progress Reports are handed to the Production Team to assess and take remedial action where necessary.
- Members of the Production team are expected to attend the Reviews at all times

### **e) Wrap-up Party**

#### **CREW**

##### **a) Company meetings**

- The Producer's Team shall meet every ten (10) days to review the progress of the Production
- The Production Team shall meet on a weekly basis to review the past week and plan for the week ahead. Further to this the Production Team shall meet (ON SET) post shooting to review day's shoot and plan for the next shoot day.
- The departmental heads are expected to conduct weekly meeting with the Members of their department in order to plan on how to strategically Implement action plans given to the Production Team meetings. The frequency of these meetings are also expected to increase as the production progress.

##### **b) Study Period (Prep)**

This is the first period of rehearsal. The following should take place:

- Read through all the scripts
- Grasp of general outline, sequence of plot and series development
- Understanding of character relationships, themes and ideas
- Understanding of choreographic and dramatically sequences, style and approach
- Director's explain the general purpose, scheme and style of the artistic interpretation and execution

##### **c) Location Scouting**

The following should take place:

- The location manager Must secure the various locations by the dates agreed in the Production Team meetings
- The Location Manager is expected to give regular updates on the status of the Locations



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-The section heads are expected to visit the secured locations to plan how it will be set up to achieve the best effects.

### **d) Blocking Period**

. The following should take place:

- Finding the general pattern of movements and business, necessary for revelation of the plot and character relationships.
- Dramatization by visual means, mainly by use of composition, pictuarization and Movements.
- This period shall be enriched through the assistance of an acting coach, an editing coach and the director of photography. (D.O.P)

### **e) Enrichment Period**

The following should take place.

- Detailed invention of pantomime and business. Action and reaction, variety and shading of line reading.
- Further and more detailed study of the script s, building up each character and situation.

### **f) Wardrobe and Costume**

The following should happen.

- The wardrobe master shall hand in custom designs for each character to the Art Director to be discussed in the production Team meeting and approved by the producer's team.
- The next phase is for the wardrobe master to carry out fitting sections for the cast member and make the necessary adjustments.
- The producers team reviews the rehearsal tapes and gives a detailed report on each characters costume (s) for implementation by the production Team.

### **g) Technical Rehearsal**

During this rehearsal, the following should happen:

- Go through cues necessary for movements.
- Proper positioning of actors vis-à-vis technical equipment such as cameras, light ,Grips and sound
- Preliminary check-up on the distribution, intensity and general mood of Lighting of each scene
- Routing of scenery shifts
- First attempt to combine blend acting with the purely technical elements of Scenery, properties, lighting and sound.



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### **CAST**

#### **a) Training**

- The lead and supporting characters shall be taken through training by the Acting Coach.

#### **b) Rehearsal**

- The members of the cast are expected to be on call for the rehearsals
- The cast members must master their lines before each rehearsal and be in character in order to hasten the blocking direction period.

#### **c) Shooting period**

- The cast members are expected to adhere to the call times as indicated in the call sheets.
- The cast members are expected to remain in character while on set  
the cast members and the crew are expected to maintain a level of mutual respect in the course of duty.

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### **CODE OF ETHICS AND PRACTICE**

#### **INTRODUCTION**

By this Code of Ethics and Practice, Red Wood Films Ltd, through the Film/Television Production Division (Red Wood Films) seeks to inculcate in its distinguished artistic, audition, production and post-production staff, performing artist and officers of high sense of professional practice unique to the esteemed art of Film/Television production. In engaging in all forms of artistic production one must adhere to certain strict standards of professionalism etiquette and performance, which are essential to and recognized as the cornerstone of successful artistic productions, especially in Film/Television Production, around the globe. This Code of ethics and Practice also partly espouses the policy and ideals of Red Wood Films and all those in the company's employ, are expected to observe the standards set out herein. All artistes, directors, performers, crew and person otherwise engaged in Red Wood Films are expected to observe the standards set out herein.

#### **Standards**

1. Standards of Professionalism  
In terms of professionalism, all persons in the employ of the Company will  
Be expected to:
  - a) Maintain high standards of personal moral and social conduct;
  - b) High standards of etiquette;
  - c) High sense of personal and collective responsibility, for all work  
Relating to the Company's productions;
  - d) Display a high sense of punctuality in all engagements relating to  
Company productions;
  - e) Perform all acts and undertake all work relating to the Company's  
Productions in utmost good faith;
  - f) Observe the ideals of the Company in all work and undertakings relating  
to the Company's Productions;
  - g) Display a high sense of discipline and give due respect to persons in  
Authority in respect of each element of Company production;
  - h) Display a sense of sensitivity towards colleagues and persons otherwise  
Engaged in Company Productions;

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I) Act in an indiscriminate and unprejudiced manner in all activities and engagements  
Relating to the company both within the Company and within the realm of relations  
Between the Company and outsiders;

j) Extend due professional courtesy to all colleagues and persons otherwise engaged in  
Company productions.

### **2. Standards of Confidentiality**

In terms of confidentiality, all persons in the employ of the company will be expected  
to:

- a) Maintain and preserve all information and data acquired during company  
Operations with a strict sense of confidentiality;
- b) Treat as exclusive, materials and trade secrets, all scripts, publications, texts, and all  
Other documents applied or be used in the processes ,procedures of all  
Company productions and all activities incidental thereto;
- c) Maintain strict confidence all information, written or verbal, related to the  
Processes and procedures of Company productions.

### **3. Standards of Performance.**

In terms of performance, all persons in the employ of the Company, will be expected to:

- a) Allocate sufficient time for the performance of Company duties and  
Responsibilities as duly delegated.
- b) Display a strong work ethic.
- c) Perform all company duties and responsibilities in relation to Company  
Productions, with due zest and ebullience in the spirit of true artistic  
expression and corporate responsibility.
- d) Pervade from habitual tardiness.
- e) Submit all required information, documents and reports on time or by the  
specified deadline to the relevant organs or persons in the Company.
- f) Act in accordance with the instructions of senior officers of the Company and to  
Comply with all lawful commands and directions of the Company and its duly  
Authorized officers.
- g) Act at all times in a manner so as to safeguard the corporate, artistic and social  
Interests of the Company and not to do anything detrimental to the said interests.
- h) Desist from conduct that is likely to bring the Company into disrepute
- i) Reduce the company in the estimation of morally right members of society both locally and  
internationally.

The logo for Red Wood Films is displayed at the top of the page. It consists of three rectangular sections: a red section on the left with the word 'RED' in white, a black section in the middle with the word 'WOOD' in red and two film reels, and a yellow section on the right with the word 'FILMS' in black.

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### **4. Standards of Public Relations.**

In terms of public relations, all persons in the employ of the company will be expected to:

- a) Display a high sense of moral and social responsibility, in all activities

Relating to the publicity of the Company and its transactions with the media and outsiders.

- b) Display a high sense of professionalism in dealing with the public, industry stakeholders, and in all other activities in the realm of relations between the Company and, the media, industry stakeholders and the public at large.

- c) High standard of personal conduct and etiquette in all relations between the Company and public at large.

- a) Follow due procedure by not giving statements or comments, opinions,

Interviews or any other material, to the media, without the express

Permission of the company's communications officers;

- b) Comply with requests by the Company's communications officers, to give

Interviews, and/or other materials to the media, strictly in relation to the

Company's productions;

- c) Understand that everything that relates to image and perception of the

Company and its productions is of utmost importance to the success of

Company productions and such must be controlled by the Company.

### **Equal Opportunities And Non-Discrimination Policy**

In keeping with the company's equal opportunities and non- discrimination policy, all those in the Company's employ will be accepted to:

1. Maintain a strict adherence to the spirit of equity and equality as espoused by the Company.
2. Treat all colleagues and outsiders equally and in accordance with the internationally Accepted fundamentals of equal opportunity and equal worth of all persons.
3. Display a high sense of equality of opportunity and equality of being regardless of age, race, gender, religion and any other distinguishing features.
4. To desist from any form of discrimination or prejudice against any person or Institution or from language that may display such prejudices.



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## **Conclusion**

It is incumbent upon the Company and all its members, officers, staff, artists and all persons otherwise engaged in Company productions, to observe and maintain all standards as set out herein above, as the cornerstone of any successful television production, and future of all artists as professionals and in relation to the image of Red Wood Films Ltd and its role in society.