

A Typical Working Day During a Shoot

An Easy Read Guide



Tip!

Words in **pink** can be found in the Easy Read Glossary

Working on a Production



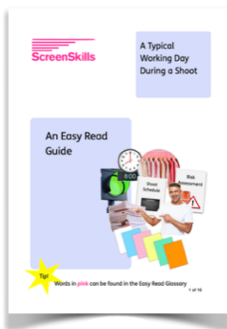
Your first few weeks on a **production** are going to be busy with lots of new people to meet



names to learn


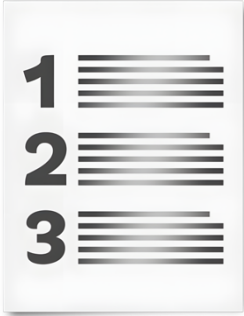


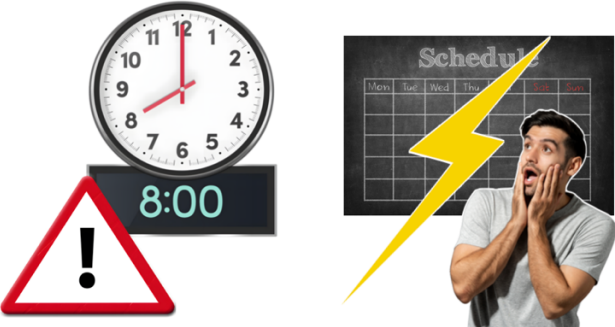







and new jobs to do.



This guide will help you get ready.

Simple Rules to Follow

	<p>Every work day will be different.</p>
	<p>However most work days will have a similar pattern.</p>
	<p>For a shoot day to be successful everything should run on time.</p>
	<p>During pre-production the schedule was put together to make the best use of time and money.</p>
	<p>That means any delays will affect the whole schedule.</p>

	<p>Everyone needs to be ready to do their job when it is time to work.</p>
	<p>Crew come to set before filming starts each day</p>
	<p>to get their equipment ready. This time is called Prep.</p>
	<p>It is different from the nickname given to pre-production which is also called prep.</p>
	<p>The amount of time each department gets to prep before filming is different each day.</p>



For example in the **Hair and Makeup** and **Costume** departments it will depend on:



		Coffee Shop	Day	1/8	1, 2
2	INT	Park Bench	Day	2/4	2, 5

What is being filmed



how many **actors** are involved







3	EXT	Coffee Shop	Day	1/8	1, 2
21	INT	Park Bench	Day	2/4	2, 5

and how complicated the **scene** is.






The Paperwork

	<p>The Production Department makes sure all the paperwork you need is sent out the day before.</p>
	<p>Paperwork includes documents like the shoot schedule and risk assessments.</p>
	<p>If changes have been made to the paperwork</p>
	<p>the Production Department will come in before filming starts</p>
	<p>to update the paperwork and send it out again to everybody.</p>





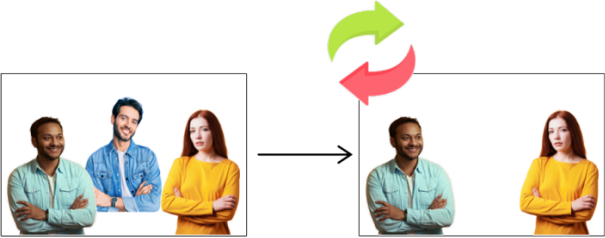
Location Prep



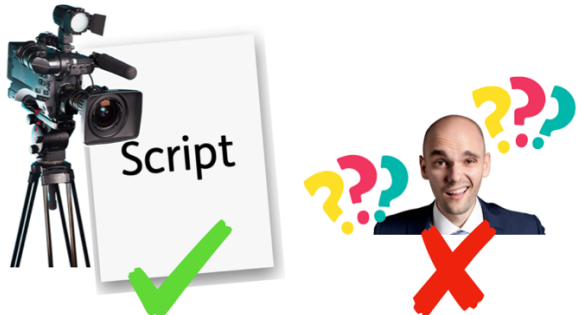


	<p>During prep the Locations Department will make sure:</p>
	<p>The locations being filmed that day are ready to be used</p>
	<p>Parking areas are set up</p>
	<p>and Parking Marshals are in place to show people where to go.</p>


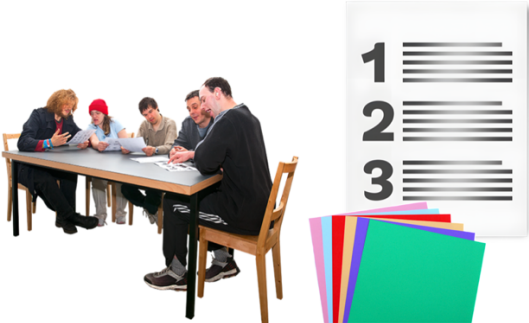
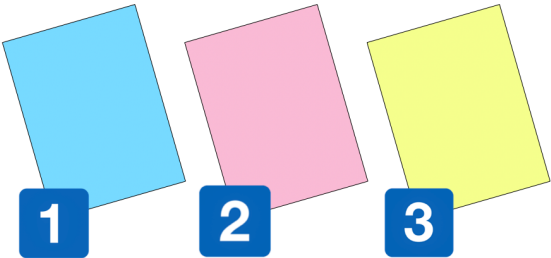

The Assistant Director Department

	<p>The Assistant Directors (ADs) arrive before the cast get to set.</p>
	<p>They will meet the cast and make sure they go into Hair and Make-up and Costume on time.</p>
	<p>They let the First Assistant Director (1st AD) know if any delays have happened that could affect the schedule.</p>
	<p>The Costume Department lay out the clean and ironed costumes in the actors' dressing rooms.</p>
	<p>They also make sure the Supporting Artists are ready in costume by the time they need to film.</p>


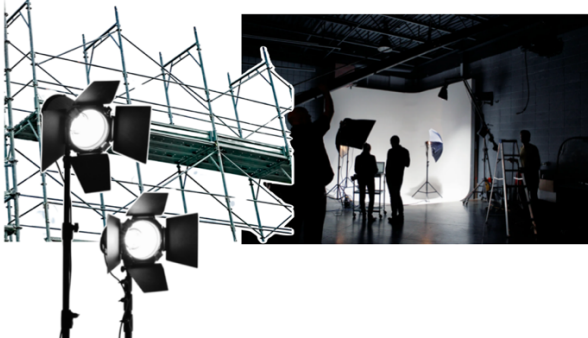



Script Changes

	<p>During filming the Script Editor will work on scripts at their computer.</p> <p>They use special software like Final Draft.</p>
	<p>Changes to the script are called revisions.</p> <p>Examples of revisions are:</p>
	<p>Changes to what characters say</p>
	<p>Changes to the action</p>
	<p>Or changes to which characters are in a scene.</p>

	<p>Changes to the script need to be agreed by the Writer, Producer and Director before updated ones can be sent out.</p>
	<p>It is the Script Editor's job to make sure any changes</p>
	<p>match with anything that has already been filmed</p> <p>and do not make the storyline confusing.</p>
	<p>If they notice any problems with the changes, they will come up with other ideas.</p>
	<p>Revisions are printed on papers of a different colour.</p>

	<p>This means cast and crew can easily find the most up to date version. It is not unusual for there to be lots of script revisions.</p>
	<p>Production will have a set order for the paper colours.</p>
	<p>For example: white, blue, pink, yellow, green and salmon.</p>
	<p>This means the first revision will be on blue paper, the second on pink and the third on yellow.</p>
	<p>You need to make sure that you have the latest revision as the smallest change could affect what you need to prepare for the day.</p>

Department Prep

 A collage of images showing technical equipment: a boom microphone, a professional video camera on a tripod, and several studio lights. Below the equipment are three people (two men and one woman) standing together, representing the technical department.	<p>The technical departments set up camera, sound and lighting equipment</p>
 A collage of images showing rigging and lighting: a complex metal rig structure with lights, and a behind-the-scenes shot of a film set with people and equipment.	<p>and set up the rigging and lighting for the first scene.</p>
 A collage of images showing the Art Department and Props: a woman in a purple shirt holding a prop lamp, and a woman in a blue shirt working on a laptop that displays a bedroom set.	<p>The Art Department and Props will get the sets ready for the day.</p> <p>This is called dressing the set.</p>
 A photograph of a bedroom set with a blue bedspread and pillows. Three large green checkmarks are overlaid on the image, indicating that the props are ready.	<p>They check that any props being used are ready on set.</p>
 A photograph of a red sports car parked on a beach with a city skyline in the background. A large green checkmark is overlaid on the image, indicating that the vehicle is ready.	<p>They also check any vehicles being used in shot have arrived and are ready.</p>



The **VFX Department** are on set to help plan what is being filmed that day.



They will talk to the technical departments to make sure everything that is needed for the visual effects is ready.



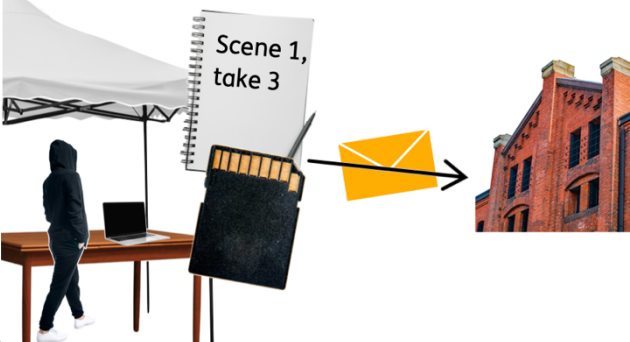
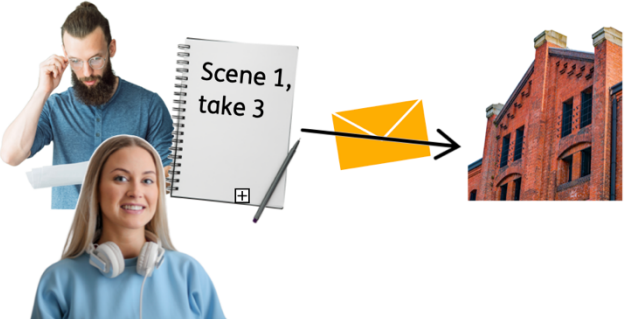



They will also keep notes on the best takes and **feedback** from the director.



Once filming starts all of the departments continue to work hard throughout the shooting day.

At the End of the Day

	<p>When all filming is finished for the day the 1st AD will call 'camera wrap'.</p>
	<p>All the camera and technical equipment is packed away.</p>
	<p>The Digital Imaging Technician or DIT in the Post-Production Department sends all the footage and the notes they made to the Post Facility.</p>
	<p>The Script Supervisor and Sound Mixer send their notes to the Post Facility.</p>
	<p>The Camera Department send copies of their camera sheets to the Post Facility.</p>

Getting Ready for the Next Day



Production sends out **call sheets** and the schedule to crew for the next day of filming.



They arrange for any hired equipment to be collected.

Equipment is sometimes called **kit**.



The ADs send out the call sheet and schedule.


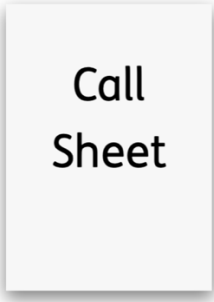

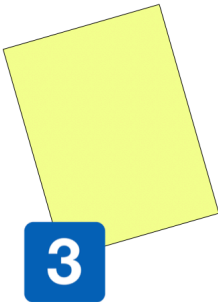


They make a note of what time cast and crew leave.



They also collect up the radios.

Paperwork You Need Every Day

	<p>Make sure you have all the paperwork you need for each day.</p> <p>This includes:</p>
	<p>The call sheet</p>
	<p>The shoot schedule and risk assessments</p>
	<p>and the right script pages.</p>