

## Set Etiquette



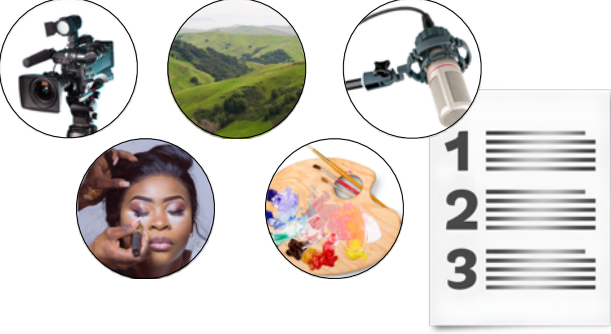


### An Easy Read Guide



**Tip!**

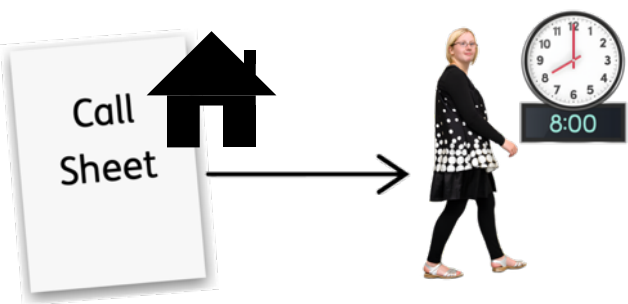



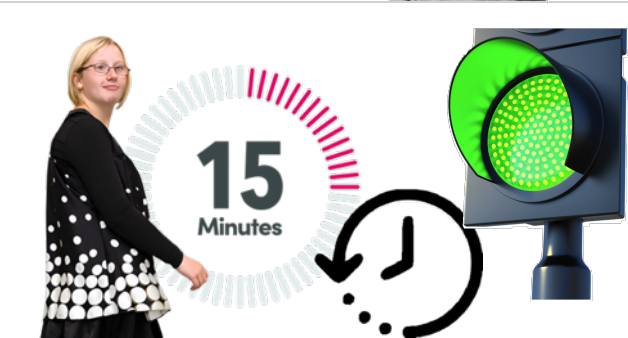
Words in **pink** can be found in the Easy Read Glossary

## How to Behave on Set

	<p>The <b>set</b> is where filming happens.</p> <p>It might be in a <b>studio</b> or on <b>location</b>.</p>
	<p>There are things you should know about working on set so you can be professional.</p>
	<p>All the departments follow the same rules so that the production can run smoothly.</p>
	<p>Doing this makes sure everyone is safe while they are working</p>
	<p>and that filming runs on time.</p>



	<p>When you are on set you should wear comfortable trainers or boots.</p>
	<p>You should move around quietly.</p>
	<p>Your clothes should be comfortable to wear all day.</p>
	<p>You should wear layers because the temperature and weather can change through the day.</p>
	<p>Remember: sometimes you need waterproof clothes like a coat, trousers and shoes.</p>

## When You Get There






	<p>Read the <b>call sheet</b> to find out what time you need to be there.</p> <p>Your department will have a <b>call time</b> which is when you need to be ready to work.</p>
	<p>Make sure you get there 15 minutes before your call time.</p>
	<p>Being late for work is not good</p>
	<p>and can slow the day down for everyone else.</p>
	<p>Being early means you have time to get ready.</p> <p>You will show you are professional by always being a little bit early.</p>



## Mobile Phone Rules

	<p>It is useful to have your mobile phone with you at work.</p>
	<p>But when you are on or near the set it is important it does not make a noise.</p> <p>Not even buzzing or vibrating!</p>
	<p>A ringing phone will spoil a <b>take</b>.</p>
	<p>Even a phone on silent mode can affect the sound equipment because of the phone signal</p>
	<p>so it is safer to put it in airplane mode or turn it off.</p>

## On a Studio Set

	<p>If you are filming in a studio or a <b>sound stage</b> there are some rules to follow.</p>
	<p>There might be a red light by the door onto the set.</p>
	<p>If the red light is flashing it means a recording is happening.</p>
	<p>You should not go through the door until the light stops flashing and goes off.</p>
	<p>Any movement or sound can spoil a take.</p>

## When Recording Happens

	<p>The <b>1st AD</b> will shout “Rolling!” to let everyone know a recording has started.</p> <p>Sometimes a bell rings.</p>
	<p>Everyone needs to stay quiet and still.</p>
	<p>Wait until you hear “Cut!” before you move or talk again.</p>
	<p>It is best to not talk between takes unless you need to speak to someone urgently.</p>
	<p>The microphones on set hear everything so you should not whisper during recording.</p>



You should not talk to the actors on set unless it is part of your job or if you are asked to tell the actor something.

Do not ask for a photo or autograph.



Food and drink should never be taken on set.

It can break electrical equipment or stain props.



There is usually food and drink provided but you must eat and drink away from the set.



If you are working on set make sure you cannot be seen by the camera so you do not end up in the **shot**.



It is always best to stand behind the camera.

If you are not sure where to stand then ask someone.



## How to Be Helpful on Set



There will be video screens near set.

They are for the **Producers, Director** and **Heads of Department (HoDs)** to watch the action and make sure it is correct.



Do not block the view of these screens for the people watching them.



It is good to be helpful on set.






But always ask “Can I help?” before you start helping.








This is because some things you need to be trained to do.



Or someone else might already be doing that job.

	<p>Never touch <b>props</b> or set dressing unless it is part of your job.</p> <p>They often need to be left exactly where they are for <b>continuity</b>.</p>
	<p>If you are asked to take something to someone, but you do not know who that person is or where to find them,</p> <p>ask someone in the <b>AD team</b> or <b>Production team</b>.</p>
	<p>You can also ask anyone who is off set and has a radio.</p>
	<p>If you are given a radio make sure you know how to use it before you press any buttons.</p>
	<p>You can ask a <b>Set Runner</b> or <b>PA</b> to teach you how to use the radio.</p>

## Confidentiality

	<p>What you do on set or for your job on a TV or film production is secret.</p> <p>This is called being <b>confidential</b> or confidentiality.</p>
	<p>You should never take photos on set unless you need to as part of your job.</p>
	<p>You should never share information about your job or photos from set on social media</p>
	<p>because you could lose your job.</p>
	<p>You should not talk about the production to your friends and family.</p> <p>Everything needs to stay secret.</p>



To be professional on set you should:



Listen and watch what is going on so that you can learn



Be helpful and polite and treat everyone with respect



Always have your call sheet and a notebook and pen with you.



If you are not sure about something always ask a question to find out what you need to know.