

Glossary

An Easy Read Guide

Beginnning with A

Access and Inclusion	<p>Access means taking away barriers to allow people to be involved in an activity or a job.</p> <p>Inclusion is making sure that everyone is included, welcomed and involved in the job, activity or event.</p> <p>‘Access and Inclusion’ means working hard to remove barriers and include lots of different kinds of people.</p>
Access Coordinator	<p>A person trained to help every member of cast and crew have their access requirements met.</p> <p>The Access Coordinator will work with all departments and co-ordinate changes to help people do their jobs the best that they can.</p>
Access Needs or Access Requirements	<p>If you need something to be changed to help you to do your job as well as you can, this is an access need or access requirement.</p> <p>Examples include special equipment, print outs on different colour paper or different working hours.</p> <p>Anyone could have an access requirement.</p>

Action Props	<p>Prop is short for 'property'.</p> <p>A prop is an object used by an actor during a scene. Action props are named in the script as the actors need to hold them. For example, a mobile phone or a knife.</p>
Action Vehicle	<p>A vehicle that is needed to move in the scene. This can be in a normal driving scene or for a stunt.</p> <p>If the vehicle does not move for the whole scene, it is called a dressing vehicle.</p>
Actor	<p>Actors pretend to be the characters you see on screen on TV and films.</p>
ADR	<p>Additional Dialogue Recording (ADR) or Automated Dialogue Recording is extra lines spoken by actors that are recorded in post-production. ADR can add new lines of dialogue or rerecord lines which were too noisy on the filming day.</p>
Agent	<p>Someone who helps find work and agree deals for actors and writers.</p> <p>An agent is not needed to get a job and most crew don't have agents.</p>

Animal Wrangler Trainer? Handler?	A person who looks after animals on set . They make sure they are kept safe and treated well. They also train the animals to do what is needed in the scene .
Animations	Drawings or computer graphics that look like they are moving. The film 'Monsters Inc' and the TV series 'The Simpsons' are animations.
Armourer	The person in charge of things like guns, swords, knives and other weapons on set . They are trained and have qualifications to do this job.
Art Department	The team that designs how the locations and sets on a TV episode or film will look. They work closely with the Director , Producer and other departments.
Aspect Ratio	The size of an image and how it will look on a screen. It is described in numbers which tell you how wide a picture is compared to its height.

Assembly	The early edit when scenes are cut together in the same order as the script .
Assets	Assets means things which have value. Assets can be physical things like a camera that has been bought for the production. Assets can also be created with computer software. . These might be called 'digital assets'.
Assistant Director Department	The department that works with the Director and with the production team to make sure everything is done on time and done safely. Also called the AD Team.
Assistant Editor	The person who assists the Editor to arrange recorded files and helps them to put together the series or film in the edit.
Audition	<p>A meeting or recording with actors reading lines from a script.</p> <p>The Casting Department, Director and Producer then decide who should get the job for each character.</p>

Beginnning with B

Background Artist	An actor who doesn't have speaking lines and acts in the back of a scene to make it look realistic. For example, making a street or a café look busy. Also called a Supporting Artist. These used to be called 'extras'.
Best Practice	The way to make sure things are done the best they can be, as safely and fairly as possible.
Blocking	The Director and Director of Photography (DoP) work with the actors to plan where they will stand and move in a scene.
Boom Microphone (Boom Mic)	A microphone that is held on a long pole above actors' heads to record sound.
Boom Operator	The person who holds the boom mic to record actors' dialogue during shooting.

Broadcaster	A TV channel like Channel 4, ITV, BBC or Channel 5.
Budget	How much everything will cost to make.

Beginning with C

Call Sheet	A document that everyone gets the night before their next shooting day. It tells them where they need to be at what time and what will be shot that day.
Call Time	The time you need to be ready for work on set . This is not the time you should arrive. You need to arrive earlier than your call time to give you time to get ready to work. Breakfast will usually be before call time.
Camera Department	The team that works with the cameras.
Camera Operator	A person who operates the camera with instructions from the Director of Photography (DoP) and the Director . Sometimes the DoP will operate the camera themselves.
Camera Sheets or Camera Reports	A document that the Camera Department use to put important information about the camera settings for each take . This is needed for the edit and final post-production .

Camera Trainee	Someone who works with the Camera Department at beginner level. They might help move equipment and keep everything tidy. Someone might be a trainee for a few years as there is lots to learn.
Camera Wrap	The time that the cameras stop filming. This is not the end of the working day for most people as they will still need to pack up.
Cast	<p>The term for a group of actors in a TV show or film.</p> <p>A single actor is called a cast member.</p>
Cast Call	The time actors need to be on set to rehearse or film. They will be at unit base before their call time to have their costume and hair and makeup done for the first scene.
Casting Department	The team in charge of finding actors to play each character in the scripts .

Catering	The team that organises food and drink and snacks for everyone on set.
Checks / Final Checks	A chance for Hair, Makeup and Costume to make sure actors look right before a take. This is important for continuity .
Cherry Picker	A large truck that has a platform which can be raised very high. It can be used for things like putting up a big light or to get an overhead shot with a camera.
Choreographer	Someone who plans movement for actors . This might be to arrange a fight scene or a dance.
Cinemascope	An extra wide picture shape or aspect ratio which is wider than TV screens and makes films look special.

Cinematographer	<p>The person in charge of the Camera Department. They are also called the Director of Photography or DoP. They work closely with the Director to decide how a scene should look.</p>
Colour Space	<p>A number that tells you how much of each colour is used. There are three main types of Colour Space. They are called RGB, Rec. 2020, and DCI-P3.</p> <p>This is a technical term which you may not need to know unless you are in the Camera Department, Edit Department or final Post-Production Department.</p>
Colourist	<p>A person who works in final post-production and uses a computer to change the colours and brightness of a shot or scene.</p> <p>This might be to make shots match or to make a scene look and feel different. For example, they might make a sad scene look more blue and a sunny scene look more orange.</p>
Commercial Music	<p>Music that is ready-made and bought rather than made just for the TV programme or film. Commercial music is often well-known and popular.</p>

Commissioner	A person on the business side of TV and film who decides if a TV programme or film is going to be given money to be made.
Composer	Someone who writes new music for the TV show or film. They make music that fits the scene and they work closely with the Director and Producers .
Compositor	<p>Someone who puts different elements together in final post-production to make a complete scene.</p> <p>For example, adding images of mountains into the back of a scene when they weren't there in real life.</p>
Confidential / Confidentiality	<p>Confidential means something that is private or secret.</p> <p>Confidentiality means keeping something private or a secret.</p>

Conflict	When people argue or disagree with each other without trying to work the problem out together.
Constructive Feedback	Telling someone in a friendly and helpful way how they could improve how they do their job.
Content	Anything you see on a TV, phone, or computer screen is called content.
Continuity	Making sure that things stay the same between takes and scenes so that the Editor has lots of options to choose from. For example, making sure a glass has the same amount of water for each take.
Contract	An agreement between a person and company where they write down what they expect of each other. The document is signed by both people to show they have agreed what the job is and how much they will be paid.

<p>Copyright</p>	<p>A legal term for something a person owns because they made it. This helps stop ideas being stolen.</p> <p>Things that might be copyrighted include scripts, artwork and music. Whole programmes and films are also copyrighted.</p>
<p>Costume</p>	<p>The clothes that actors wear on screen are called costumes.</p> <p>Costumes are carefully chosen to help tell the story better and help the audience understand the characters.</p>
<p>Costume Department</p>	<p>The team that is in charge of choosing, finding, and making costumes and making sure they fit the actors. They also wash and dry them ready for use. They make sure there is continuity in the costumes across shots and scenes.</p>
<p>Coverage</p>	<p>Coverage means that the Director has thought about all the angles they need to shoot from to tell the story. This gives the Editor lots of good material to work with.</p> <p>It also means doing enough takes of the actors' performances to have options in the edit.</p>

Creator	Someone who comes up with the idea of a TV series or film. This might be an Executive Producer or a Writer . Sometimes the creator is called a Showrunner.
Credits	The list of names and job titles at the end of a TV episode or film that shows who worked on it. Credits are also what people put on their CV to show what they have worked on.
Crew	Everyone who works on a TV programme who is not an actor is part of the crew or called a crew member. The crew might work on set , in an office or from home.
Crowd ADR	<p>This is when crowd or background voices are recorded in post-production to make a scene sound more realistic.</p> <p>It is also sometimes called loop.</p>
Cut (A Cut)	A version of the film or TV episode. It might be a draft or the finished episode or film.

<p>Cut (To Cut)</p>	<p>To edit the video and sound footage.</p> <p>An Editor will say they are cutting a programme.</p>
<p>Cutting Copy</p>	<p>An example, edit or cut which will also have draft sound effects and music to give everyone an idea of how the programme might look and sound.</p>
<p>CV</p>	<p>CV stands for curriculum vitae. It is a document which shows what jobs you have done. It can also include work experience, education and volunteering work. You send this document to people when you are looking for a job.</p>

Beginnning with D

Dailies	<p>The saved files of shots and scenes from the day of filming. They are called dailies because they are shared every day of filming.</p> <p>These are processed by the Digital Imaging Technician (DIT) and then by the Assistant Editor.</p> <p>The dailies are shared with the Director, Producer and other HoDs so they can see what has been shot each day.</p>
Daily Crew (also called Dailies)	<p>A crew member hired for a short amount of time, sometimes just for one day. They might be there because it is a busy day, such as shooting a crowd scene, or to cover a job if someone is off sick.</p>
DCI-P3	<p>A colour space with more colours than RGB (Red Green Blue). It helps pictures look more lifelike on screen.</p>

De-rig	At the end of a shoot day every department has to pack away their equipment before going home.
Deal Memo	A short version of your contract that tells you what your job is, where it will take place, how much you will be paid and how long the job lasts for.
Development	The first part of turning an idea into a TV series or film. An idea is talked about and written into a treatment or pitch document by people such as the Head of Development , a Writer , and a Producer .
Dialogue	The words written in the script and spoken by an actor .
Dialogue Editor	The person who listens to all the dialogue recordings from set and also from ADR (Additional Dialogue Recording) and cuts all the best versions together.

Director	The person who has a creative vision for the TV series or film. They run the set with the Producer and Assistant Director Team . They decide how things look, and have a big say in who is involved.
Director of Photography (DoP)	The person in charge of the Camera Department . They work closely with the Director to decide how a scene should look.
Director Recce	<p>The Director will do early visits with the Location Manager, DoP and sometimes also the First AD and the Producer.</p> <p>They discuss if locations work creatively and practically for the programme.</p>
Distribution	Distribution is how a TV programme or series is shown in different countries or on different channels. The TV programme or series is sold or distributed. The company which does this is called the distributor.
DIT / Digital Imaging Technician	<p>The Digital Imaging Technician makes sure the files recorded on the camera are correct and have not got any problems.</p> <p>They send the recorded files to the Post Facility to be prepared for the Editor.</p>

Dolly	A piece of equipment that the camera goes on. It is a bit like a small train and runs on tracks to allow very smooth movements to be filmed. Because it is on a track these camera moves are called 'tracking shots'.
Draft	A version of something that might keep changing until it is agreed that is the best version.
Dressing Props	Props that make a set look real, like furniture, or kitchen or office items.
Duty of Care	<p>Duty of Care means an employer is responsible for making sure people are safe at work.</p> <p>This means safe from injury to their body as well as keeping their mental health safe.</p>

Beginning with E

Edit	<p>The edit is when the material shot is cut together to tell the story.</p> <p>People also call this 'the edit'.</p>
Editing Department	<p>The team that puts together the filmed scenes, recorded dialogue, and any Visual Effects (VFX) to create the final version that is seen on screen.</p>
Electrical Department	<p>The team in charge of lighting and other electrical equipment on set.</p>
Empathy	<p>Empathy is imagining how someone else might be feeling and understanding their emotions.</p> <p>Empathy is different from sympathy which is feeling sad or sorry for someone.</p>

<p>Executives</p>	<p>The Executives or Executive Producers are usually the people who own the company making the series and who developed the idea.</p> <p>They make the most important decisions at every part of the process.</p>
<p>Expenses</p>	<p>Expenses means when money has been paid out by a crew member and needs to be claimed back from the production budget.</p> <p>For example, a crew member paying for small props or a train ticket connected to work.</p>

Beginning with F

Facilities	The Facilities are all the trucks and equipment at unit base like the production office , make up and costume trucks.
Facilities Team	The Facilities team supply and look after all the facilities equipment and move it to new unit bases when locations change.
Factual Entertainment	<p>Programmes that are not made-up stories.</p> <p>For example, quiz shows or reality TV like Love Island, or documentaries and nature shows.</p>
Feature	<p>Another word for a film.</p> <p>Sometimes people say 'a feature film'.</p>

Feedback	<p>Feedback is when someone gives their thoughts on what worked and what doesn't work.</p> <p>It could be feedback about someone's job, a script, dailies, or an edit.</p>
Fight Choreographer or Fight Arranger	<p>The person who organises how a fight in a scene will look.</p> <p>They train people to make the fight look real but also make sure it is safe.</p>
Final Draft	<p>Computer software that people use to write scripts.</p> <p>It can also be used to get information for other departments like locations, props, stunts, and costumes that will be needed.</p>
Final Mix	<p>A Re-recording Mixer brings together all the layers of sound from the pre-mix to balance them out.</p>
Financial Controller	<p>The person in the Production Department who manages the money.</p> <p>They work very closely with the Producer and Line Producer to make sure payments are made on time. They also make sure that money comes in to make the production.</p>

Fine Cut	<p>The fine cut is the part of the edit when filming is finished and the Director works very closely with the Editor.</p>
First (1st) Assistant Camera	<p>The person in charge of the focus of the camera during filming.</p> <p>They are also called a Focus Puller or a First AC.</p>
First (1st) Assistant Director or 1st AD	<p>The person who organises everyone on set.</p> <p>Their job is to make sure the Director and Producer get the shots they need each day. They make sure everyone stays on schedule and keep everyone safe</p>
Floor Runner	<p>Someone who helps the Assistant Director Department with tasks on set.</p> <p>This could be travelling with actors between unit base and a location or bringing copies of paperwork to people on set.</p>

Focus Puller	<p>The person in charge of the focus of the camera during filming.</p> <p>They are also called a First Assistant Camera or a First AC.</p>
Foley	<p>Foley is when sounds are created in a studio and made to sound like things which can be seen on the screen.</p> <p>For example, walking on gravel or snapping celery sticks to sound like broken bones.</p>
Foley Artist	<p>The person who does foley sound.</p>
Footage	<p>This refers to the material recorded every day.</p>
Freelance / Freelancer	<p>A person who works by themselves from contract to contract. They are not always employed by the same company. Most people who work in TV and film are freelance.</p>

Beginning with G

Government Grants	<p>Money paid to you by the Government that does not need to be paid back.</p> <p>Government grants are mostly used for training people.</p>
Grade	<p>This is when the colour is changed in final post-production.</p> <p>It can be to make shots match or to change how a scene looks and feels.</p>
Graphics Team	<p>Graphics are made up images, labels and signs.</p> <p>The Graphics Team make up everything from fake bottle labels, fake shop signs, fake websites or paperwork to be used in an office scene.</p>
Green Memo	<p>A document that tells you what everyone on a production can do to be more environmentally friendly.</p> <p>For example, recycling or bringing your own reusable water bottle.</p>

Greens Team	The department in charge of flowers, trees, and plants that are brought to location or set .
Grip	<p>The Grip is the person who operates the dolly and track.</p> <p>They also work with the DoP and Camera Team to move the tripod and other bits of equipment that hold the camera.</p>
Guide Sound	<p>Sound recorded on set onto the camera.</p> <p>This can be used as guide sound in the edit.</p>

Beginning with H

Hair and Makeup	<p>The team that does the hair and makeup for actors and Background Artists before they shoot to make them into the characters they are playing.</p>
Harassment	<p>Treating someone in a way that is unprofessional.</p> <p>It could mean going into their personal space, making rude comments or threats, or not including a person on purpose.</p>
Head of Development	<p>The person in charge of the Development team at a production company.</p> <p>They help shape the story into a script in pre-production.</p>
Heads of Department HODs	<p>The people in charge of each department.</p> <p>For example, the Location Manager is the head of the location department. The Production Designer is the HoD for the art department.</p>

<p>Health and Safety</p>	<p>The team that makes sure the workplace is safe for everyone to work in.</p> <p>This includes making sure an office, location or set are safe.</p> <p>They also work with HoDs to tell people how to use locations or equipment safely.</p>
<p>Hierarchy</p>	<p>The order of people in a team.</p> <p>A person at the top of the hierarchy is the boss. They are responsible for making or agreeing the final decision.</p>
<p>High Resolution</p>	<p>An image with more than 720 pixels is high resolution. It might have 1080 pixels or even more.</p> <p>You might see something called 4K which is a very sharp and detailed image even on big screens.</p>
<p>Honey Wagon</p>	<p>The toilet on location and unit base.</p> <p>It is a mobile toilet in a truck with steps up to it.</p> <p>An accessible honey wagon will have a ramp and no steps.</p>

<p>Hostile Environment</p>	<p>A workplace that is not enjoyable to be in because people are being bullied, harassed or there is a lot of conflict.</p> <p>A hostile environment in news or factual programmes can mean journalists and crew are working in a real life war zone.</p>
<p>Human Resources Department</p> <p>HR Department</p>	<p>The department that makes sure the company are working to employment laws.</p> <p>They will also make sure rules are followed for health, safety, inclusion and wellbeing.</p>

Beginning with I

Inclusive	<p>Inclusion means to include as many people as possible.</p> <p>This means that jobs are advertised to people from many different backgrounds.</p> <p>It also means making everyone feel safe at work and supported to do their job the best they can.</p>
Induction	<p>This is part of training a new person on a team.</p> <p>It involves making sure they know what their role is, where everything is and who they are working with.</p>
Intimacy Coordinator	<p>A person who makes sure actors are comfortable with being touched or doing something for a scene like kissing.</p> <p>They also work with scenes which have difficult content like someone talking about being attacked.</p> <p>They also make sure crew are comfortable with the upsetting scenes or words.</p>

Beginning with K

Kit

The equipment that is needed on set like cameras, lights, and microphones.

Kit is a casual term for equipment.

Beginning with L

LIDAR (Light Detection and Ranging)	<p>A special machine that uses beams of light to create a map of a location.</p> <p>The map is used to help Art Department and also the VFX Team to plan their designs.</p>
Lighting	<p>Lighting is any light that is used on set to light the scene and the actors for the camera.</p> <p>This might be a big light shining through a window to look like daylight or smaller lights on set to light up a close up scene.</p> <p>Lights that are part of the set are called practical lighting. For example, bedside lights.</p>
Lighting Department	<p>The team responsible for planning, booking, setting up, moving and controlling the lighting on set.</p> <p>The head of this department is called the Gaffer and they work very closely with the DoP to plan the look of the lighting.</p>

<p>Line Producer</p>	<p>The next person down from the Producer in the hierarchy. They make sure everything runs smoothly, safely, on budget and on schedule.</p> <p>The Line Producer is the line manager for all the HoDs on a production.</p>
<p>Live Action</p>	<p>A TV programme, series or film that uses real people, locations and animals instead of VFX or animation.</p> <p>Sometime live action and animation can be mixed together. For example, the film 'Paddington' or the children's TV series 'JoJo & Gran Gran'.</p>
<p>Load</p>	<p>To load can mean to put a recording or data card in a camera. It can also mean to transfer a computer file.</p> <p>This might be transferring files between devices like a hard drive to a computer.</p>
<p>Location</p>	<p>A place where something is filmed. It could be inside or outside, big or small. Anywhere could be a location if it is safe to shoot there.</p> <p>The location will be mentioned on the Call Sheet so that you know where to go for the filming.</p>

Location Manager	<p>The Head of Department for the locations department.</p> <p>The Location Manager starts their job very early on to help the Director and Producer look at lots of options for locations.</p>
Locations Department	<p>The team that finds locations to look like the ones described in the script and by the Director.</p> <p>They organise everything to make sure locations are safe and easy to use for all cast and crew.</p>
Locked	<p>When a picture edit has been agreed by the Director, Producers and Commissioners or funders it is locked.</p> <p>This means that no more changes can be made and it is ready for final post-production.</p>
Low Resolution	<p>An image with 480 pixels or 720 pixels does not have enough pixels to look sharp on bigger screens. So it is called low resolution.</p> <p>It is only really suited to small screens like phones or if you are using a slow internet connection.</p>

Beginning with M

Markers (VFX)	<p>These are dots stuck on to objects or a person to help the VFX Team track movement.</p> <p>It is important to make sure the movement is followed so the computer effects look right on screen.</p>
MatchMove	<p>This is when the computer image in VFX is made to have the same movement as the camera would do.</p> <p>It matches the moves.</p>
Mix or Mixed	<p>When dialogue, music, and sounds are put together in post-production.</p> <p>The different parts are mixed together.</p> <p>The process and the room it happens in are called 'the mix'.</p>

Modelling	<p>Using a computer to make the skeleton or frame of a film set or character.</p> <p>This model can be moved around in the computer and used as the starting point for VFX.</p>
Music Supervisor	<p>The person who manages the music for a production.</p> <p>They find, suggest and get permissions for commercial music to be used in the edit.</p>

Beginning with N

Networking	<p>Getting to know other people in the industry is called networking.</p> <p>It helps you find work.</p>
Non-disclosure Agreement (NDA)	<p>A document from the company or production. You might have to sign one as part of your contract.</p> <p>It means that you agree to keep information about the programme a secret.</p>
Notes	<p>Notes are comments, ideas and suggestions. They can be discussed in a meeting or sent in writing.</p> <p>Notes are given on the script, dailies, and on the edit by Executives and Commissioners.</p>

Beginning with O

Online	<p>Online is when the full quality image is checked and fixed.</p> <p>It is one of the stages in final post-production.</p> <p>Things might be painted out in the online. For example, a boom in shot. Credits are added in the online.</p>
Online Editor	<p>The person in charge of the online edit.</p>
Outline	<p>A document that describes the programme or series. If it is a drama series it outlines the story and the characters.</p> <p>An outline is usually written before the scripts are complete. There might be an outline of all the finished scripts.</p>

Beginning with P

Pack Down	<p>At the end of a shoot day every department has to pack away their equipment before going home.</p>
Parking Marshal	<p>A person who tells you where you need to park when you arrive at unit base.</p> <p>Sometimes crew parking is not at unit base but is nearby.</p>
Petty Cash	<p>Small amounts of money used to buy things at short notice. For example, stationery that has run out or small props for the shoot.</p> <p>Petty cash is paid back by giving the receipt with an expenses claim form to the accounts department.</p>

<p>Pick Ups</p>	<p>Pick Ups means shooting extra shots or even whole scenes.</p> <p>Pick Ups are needed if there was not enough to make the edit look good or if there have been story changes since filming finished.</p>
<p>Picture Edit Team</p>	<p>Everyone involved in the edit of the material from when it is shot to picture lock.</p>
<p>Picture Lock</p>	<p>When a picture edit has been agreed by the Director, Producers and Commissioners or funders it is locked.</p> <p>This means that no more changes can be made and it is ready for final post-production.</p>
<p>Picture Vehicles or Dressing Vehicles</p>	<p>If a vehicle is not seen moving it is called a picture or a dressing vehicle. For example, a car parked outside a house the whole time in the scene.</p> <p>A vehicle that needs to be driven by an actor is an action vehicle.</p>

<p>Picture's Up</p>	<p>When this is said on set it means the camera will be recording soon.</p> <p>Everyone needs to be quiet and ready for actors to perform.</p>
<p>Pitch</p>	<p>A document that tells people what the idea of the story is. A pitch is written to try and get money to make the project.</p>
<p>Policy</p>	<p>A set of rules and guidelines to follow.</p> <p>Companies will have policies like a 'health and safety policy' or a 'sustainability policy'.</p> <p>Some policies will be on the company website. Some policies you will get with your contract.</p>
<p>Post Facility</p>	<p>The place where post-production takes place such as the edit, grade, mix and adding visual effects (VFX).</p>

Post-production	<p>Post means ‘after’. Post-production is the process that happens after filming.</p> <p>Post-production includes the edit.</p> <p>Final post-production is after the picture has locked.</p>
Post-production Department (on set)	<p>The VFX Supervisor and other post-production team members will be on set to oversee shooting.</p> <p>They make sure that they get all the shots they need for visual effects.</p>
Post-Production Supervisor	<p>The person who oversees and plans all parts of post-production.</p> <p>They start before filming begins to make sure everything is planned properly for post-production.</p>
Pre Call	<p>Pre means ‘before’.</p> <p>Pre call is when some crew members must start earlier than most of the crew.</p> <p>This might be to get lights or sets ready.</p>

Pre-mix	<p>The stage of sound post-production where everything is layered together.</p> <p>It includes dialogue and ADR, foley and spot FX sounds.</p>
Prep (Pre-production)	<p>The planning part of a TV series or film. It happens once it has got the money and approval to be made.</p>
Prep (prep time on set)	<p>The time it takes to make sure everything is ready on set for filming that day.</p>
Principle Photography	<p>Principle photography is the time that the main filming is happening.</p> <p>Sometimes extra bits of filming are done after principle photography. These are called pick ups or reshoots.</p>

Private Investors / Investors	<p>People or companies who invest their money to make a TV series or film.</p> <p>Invest means that they hope to make more money back.</p>
Producer	<p>A Producer is the overall line manager. They make sure everything gets done from very early prep to when the programme is shown on TV.</p> <p>It is the Producer's job to find solutions to problems and make sure the programme is delivered.</p>
Production (in Production)	<p>When a TV programme or series is being made, it is called being 'in production'.</p>
Production (the Production)	<p>Production is the word that used to cover the whole process from prep to when it shows on TV.</p> <p>For example, you might say 'I worked on that production'.</p>

Production Accountant / Financial Controller	<p>The person in the Production Department who manages the money.</p> <p>They work very closely with the Producer and Line Producer to make sure payments are made on time.</p> <p>They also make sure that money comes in to make the production.</p>
Production Co-ordinator	<p>The person who helps the Production Office run smoothly.</p> <p>They share important information with all departments and they organise paperwork.</p>
Production Company	<p>The company that develops the idea, raises the money and delivers the finished programme.</p> <p>Often more than one production company is involved in a production. This is called a co-production.</p>
Production Department / Production Team	<p>The Production Department includes all the people who make sure the production runs smoothly and on time and budget.</p> <p>The production department is often called the engine of the production.</p>

Production Designer	<p>The person who has ideas for how the sets should look based on the scripts. They work very closely with the Director.</p> <p>The Production Designer is also the Art Department HoD and manages the Art Department budget.</p>
Production Draft	<p>The version of the script that is used to plan the production.</p> <p>The script might change if some parts of it are not possible in the time or with the money.</p> <p>If changes are made the script then becomes the shooting script.</p>
Production Manager	<p>Someone who works closely with the Line Producer and Producer to make sure the production stays on budget and is filmed on schedule.</p> <p>They also hire people on the crew and manage the Production Office.</p>
Production Office	<p>The place where the Production Department is based.</p> <p>The Production Office will be set up in early prep and close a few weeks after filming has finished.</p>

Production Runner	<p>The person who helps everyone in the Production Office with jobs like photocopying, taking things between the office and set and getting food and drink for the team.</p>
Production Schedule	<p>The production schedule has details on what is happening on what day.</p> <p>It includes which scenes are being shot and what actors are needed. It has lots of information.</p>
Production Secretary	<p>The person who works with the Production Co-ordinator to organise the Production Office.</p> <p>They assist the production team with sharing information and make sure everything runs smoothly.</p>
Props	<p>Props means all the things that are used to make a set or location look real.</p> <p>Props are everything from furniture to small things like pens.</p>
Props Department / Props Team	<p>The team in charge of the props. This is all the things that the actors touch of use during a scene.</p> <p>The Props Team is part of the Art Department.</p>

Prosthetics

A type of **makeup** that can change the shape or look of someone's face or a part of their body.

It could be used to make them look like a monster, make them look older or to give them a fake injury.

Beginning with Q

Quality Control	A check that happens at the end of final post-production to make sure everything is ready to be shown to the audience.
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Beginning with R

Radio Mics	A small microphone that actors wear. It is battery powered and it is usually hidden inside their costume .
Re-recording Mixer	<p>They work in final post-production and work closely with the Director.</p> <p>They take the premix and make final changes to create the final sound for the programme.</p> <p>They might also be called a dubbing mixer or mixer.</p>

<p>Readthrough</p>	<p>When the scripts are nearly finished everyone meets to hear the scripts read out loud.</p> <p>In a readthrough the actors read the parts they will be playing. The Writer, Director, Commissioner and Producers all listen. They might make changes to the scripts afterwards.</p>
<p>Reasonable Adjustments</p>	<p>Reasonable Adjustments is a term used in the Equality Act to tell employers that they must make changes to help people with their access needs.</p> <p>Reasonable means if it is possible.</p> <p>Adjustments means making things a bit different and usually better.</p> <p>An adjustment might be providing special equipment or changing someone's work hours.</p>
<p>Rec. 2020</p>	<p>A colour space with more colours than RGB (see RGB in glossary).</p> <p>It gives a much deeper more realistic look to screens because there are so many colours that can be mixed together in the colour space.</p>

Rehearsal	A practice with the actors and Director to make sure they know what will happen in each scene .
Reshoot	This is when a scene is filmed again or a new scene is filmed after the shoot is finished. It happens because there is a problem with the original one or because new scenes need to be added.
Resolution	<p>How clear a picture is. The higher the number on the resolution, the more pixels it has.</p> <p>Programmes with a higher resolution have a much sharper or clearer picture.</p>
Revisions	<p>When changes are made to the shooting scripts they are called revisions (or amendments).</p> <p>These changes might be very small changes to dialogue. They might also be big changes like removing scenes.</p> <p>Each revision will be on a different colour paper so everyone can be sure they have the right version.</p>

RGB	<p>A colour space that uses red, green and blue lights. It is also called Rec. 709.</p> <p>This is a technical term which you may not need to know about unless you are in the camera, edit or final post-production departments.</p>
Rigger	A person who puts up the scaffolding for building set or for camera and lights to be attached to.
Rigging	Structures like scaffolding for lighting, scenery, and other technical equipment.
Rigging Department	The team that builds scaffolding or other platforms to secure lights and technical kit onto.

Risk Assessment	<p>The Health and Safety Department look at what might be a risk or dangerous on set or in the office. They write a report on how it can be made safer. It tells everyone on the production what they can do to be safe at work.</p>
Rolling	<p>When someone shouts this on set or through the walkie talkies it means camera is filming and the Director is ready to start a take.</p> <p>When you hear this, you have to be very quiet.</p>
Runner / Runners	<p>A person who helps their department with jobs.</p> <p>They are called a runner because they move between different places with information and small bits of equipment.</p> <p>Runners might have to do a lot of driving for their job, or they might work on set.</p>

Beginning with S

Scene	<p>A part of the story that is being filmed.</p> <p>A scene is not a whole story on its own but it is put together with other scenes to tell the whole story.</p>
Schedule	<p>A calendar that tells people when things need to happen to make sure everything is done in order and on time.</p> <p>There will be a schedule for the whole production process.</p> <p>There will also be a shooting schedule for the time when filming is happening.</p>
Script	<p>The written down version of the story that is being filmed.</p>
Script Breakdown Sheet	<p>A detailed list of everything that is needed in a scene for shooting.</p> <p>It is used by every department to make sure they have the right equipment, costumes, actors, locations, and props for each scene.</p>

<p>Script Editor</p>	<p>The Script Editor helps the Writer to make changes to the script based on notes from Producers, Commissioners and the Director.</p> <p>Script Editors often work in development or prep. They are also very important during the shoot if there are script changes.</p> <p>They will spot mistakes and make sure any changes are shared on the right colour paper.</p>
<p>Script Supervisor/ Continuity</p>	<p>The Script Supervisor works closely with the Director and DoP and will say if action or shots need to be changed so that they can be edited.</p> <p>For example, an actor may open a door with the wrong hand in a take, or a glass might have more water in than it had in the shot or take before.</p> <p>Script Supervisors used to be called 'continuity'. This is because continuity means unbroken or to continue.</p>

<p>Scripted Content</p>	<p>A TV show or film that uses a script to tell a story. The story might be true or made up but a script and actors are used to tell the story.</p> <p>Unscripted content doesn't use a script. It is real people being themselves. For example, a documentary.</p>
<p>Second (2nd) Assistant Camera</p>	<p>The person who helps the Director of Photography and 1st Assistant Camera with jobs like paperwork and setting up cameras and kit.</p> <p>They are also called a 2nd AC.</p>
<p>Second Assistant Director / 2nd AD</p>	<p>The person who works from an office at unit base during shooting and is the link between the Production Department and set.</p> <p>They make sure all the actors are ready for every scene. They also help plan the call sheet for the next day.</p>
<p>Security</p>	<p>The people who make sure the set, location and unit base are safe.</p> <p>They also make sure people do not come on to set who are not meant to be there.</p>

<p>Series</p>	<p>A TV show that has lots of episodes to it. The stories in each episode are linked.</p> <p>There might be one series of a TV show. This is called a limited series.</p> <p>If the TV series comes back with new stories the next year it is called a returning series.</p>
<p>Set (build)</p>	<p>A fake room or place that is built to look like it is real.</p> <p>It is usually built inside a studio.</p> <p>It is made for filming so it might only have three walls or no ceiling. This is to allow space for lights and cameras.</p>
<p>Set</p>	<p>The set is the place where filming happens. If you are 'on set' you are where the cameras are set up to film.</p> <p>This might be on a set build in a studio, in a real house on location or outside in the countryside or streets.</p>
<p>Set Dressing Team</p>	<p>The people that make the set look real in a way that matches the ideas that the Director and Production Designer have agreed on.</p> <p>The Set Dressing Team will put all the furniture and props in place the day before filming starts on that set.</p>

<p>Set Production Assistant (Set PA)</p>	<p>A Set Production Assistant is a runner who works mainly on set.</p> <p>They work with the AD Team and the Production Team. Their jobs might include giving out paperwork on set or getting snacks for people who cannot leave set.</p>
<p>Shoot</p>	<p>The term used to describe filming.</p> <p>When you are 'on a shoot' it means you are working on the filming part of a production.</p>
<p>Shooting Schedule</p>	<p>The shooting schedule shows what is planned for every day of the shoot.</p> <p>The shooting schedule might change because of script changes, weather or if an actor is not able to work.</p> <p>New schedules will be on different coloured paper so that everyone knows they have the correct version.</p>
<p>Shooting Script</p>	<p>The version of the script that everyone agrees is ready to shoot.</p> <p>This is what is used to plan everything.</p> <p>The shooting script might continue to change. If it changes it is shared as revisions or amends.</p>

<p>Shot</p>	<p>The shot is from when the camera starts recording to when the Director calls 'cut' for it to stop.</p> <p>A shot might be very short, like someone closing a door. Or long like following someone walking down a street.</p>
<p>Showrunner</p>	<p>A Showrunner is responsible for the overall creative direction of a series.</p> <p>This means that they are in charge of all the writers and directors. They might write or direct some episodes themselves.</p> <p>Not all series have a showrunner.</p>
<p>Sides</p>	<p>The sides are the scenes from the scripts that are being shot that day.</p> <p>The sides are sent to everyone with the call sheet every day so that they have the right script pages for the day's work.</p>
<p>Simulation</p>	<p>Simulation means something that is created to be like a real thing.</p> <p>For example, computer simulation is when a scene or action is made with computer graphics to show what might happen on the shoot day.</p>

Sizzle Reel	A very short video that gives people an idea of what a TV series or film will look and sound like.
Sound Department	<p>The Sound Department on set are the team that attach radio mics, use boom mics and record all the dialogue on set.</p> <p>The team working on sound in post-production might also be called the Sound Department.</p>
Sound Design	<p>Sound design is when lots of different sounds are mixed together to be very special for that programme.</p> <p>Things which are used in sound design include dialogue, music and sound effects.</p>
Sound Editorial	<p>Also called the Sound Department in post-production.</p> <p>It includes the Dialogue, ADR, Sound Design, and Sound Mixing teams.</p>
Sound Logs	<p>These are written or typed notes of what is recorded on the shoot. These logs help editors and other people involved in post-production.</p> <p>Sound logs and camera sheets are very important documents created on set and used all through post-production.</p>

Sound Mixer	<p>Also known as a Dubbing Mixer or Mixer.</p> <p>They work in final post-production and work closely with the Director.</p> <p>They take the premix and make final changes to create the final sound for the programme.</p>
Sound Stage	<p>A large building that is made for filming. They are usually soundproof so that you cannot hear noises from outside when you are filming.</p> <p>A sound stage also has no windows so that it can be lit to look like day or night.</p> <p>Sets are built on sound stages to look like places in the script.</p>
Special Effects (SFX)	<p>Effects that are done in real life during a shoot.</p> <p>For example, a real fire in a fireplace or fake rain on location.</p>
Spot FX	<p>Also called Hard FX.</p> <p>They are sounds from a sound library that is used where sounds are missing.</p> <p>These can be sounds like a doorbell or waves on a beach.</p>

Stand by (on set)	<p>This means to get ready to film a take.</p> <p>Stand-by is also used in some job titles like 'stand-by costume'. These are people who stay near to filming to make last minute changes to make actors and sets ready for a take.</p>
Stand In	<p>A person who stands in place of an actor on set. This might be to help with planning the lighting or the camera moves.</p>
Storyboarding	<p>A picture version of the script. It helps the Director and Cinematographer plan the shots they need.</p>
Streaming	<p>Broadcasters and platforms that let you watch TV and films online instead of on a TV channel.</p> <p>Netflix, Apple TV+, and Youtube are examples of streaming channels or 'streamers'.</p>
Stripboard	<p>The stripboard is the schedule which shows 'strips' for each scene in the schedule.</p> <p>The strip shows information for each scene such as the scene number, if it is filmed at day or night and what actors are needed for the scene.</p>

Studio (Executive)	<p>A studio is a company that makes TV series or films, like Amazon MGM or Universal.</p> <p>Someone who is very important in that studio is called a Studio Executive.</p>
Studio (building)	<p>A place where things are filmed.</p> <p>This is a permanent place like the BBC building in London or the ITV building for Emmerdale in Leeds.</p> <p>It might also be where things like quiz shows are recorded with a live audience.</p>
Stunt	<p>A stunt is a dangerous action in a TV series that might hurt cast or crew if it is done for real.</p> <p>This might be falling over, jumping high or getting into a fight.</p>
Stunt Co-ordinator	<p>A person who plans how a stunt will be done safely and look real for the camera and audience.</p>
Stunt Performers	<p>A specially trained person who performs stunts. They sometimes need to look like the main actor to keep that actor safe.</p> <p>They are told what to do by the Stunt Co-ordinator.</p>

Supporting Artist

A **actor** who has no lines of **dialogue** but performs in the background to make a **scene** look real.

For example, a customer in a café or people walking on the street.

Sometimes also called **Background Artists** or Extras.

Beginning with T

Take	<p>The camera films the actors doing the same thing several times.</p> <p>This is to get different version and performances.</p> <p>Each time the same thing is shot it is called a take.</p>
Technical Departments (Techs)	<p>This means all the departments which involve big equipment.</p> <p>It includes camera, lighting, grip and rigging.</p> <p>Often they will need to park near the set. This parking is called 'tech parking'.</p>
Technical Recce (Tech Recce)	<p>The Director, Producer and HoDs visit the chosen locations before a shoot to share the plans for each set and location.</p> <p>They discuss the technical equipment, actors and supporting artists they need at each location.</p> <p>The Director also shows the locations and art department what they need to do at each location.</p>

Texturing	A type of visual Effect (VFX) that makes something seem more real with layers and shadows.
Third Assistant Director / 3rd AD	<p>The person who supports the Assistant Director Team.</p> <p>They manage radios for all departments. They also give directions from the Director and 1st AD to the Supporting Artists.</p>
Three Dimensional (3D) Works	Part of the Visual Effects (VFX) work that makes computer graphics look real (or three-dimensional) instead of flat.
Titles	<p>The opening introduction to a TV series or film.</p> <p>The titles might just be the name of the programme or series. Or they might be images and animation that are shown at the start of every episode.</p> <p>Titles are also called the Opening Credits or a Title Sequence.</p>

Touch Ups	<p>Hair and Makeup make sure actors look the same by checking their costume and makeup between takes.</p> <p>The term Touch Ups is also used in the edit or VFX to mean small fixes or painting things out.</p>
Trainee Funders	Companies that give money to pay for people to learn skills working in TV and film.
Trainee Supervisor	The person who helps find the right trainee for a project. They also look after trainees and help them to plan their training.
Treatment	A pitch document that contains information about how a TV series or film will look and the story it will tell.
Turned Over	<p>When assets or files are sent to the next stage of production.</p> <p>For example, when an Editor sends an episode to the Sound Editorial for them to design and mix the sound.</p>

<p>Turning</p>	<p>This means that camera is filming and the Director is ready to start a take.</p> <p>When 'Turning' is shouted on set or through the walkie talkies it means you must stop moving around or making a noise.</p>
<p>Turning Around</p>	<p>This means that the camera will turn around to shoot the scene from the other direction.</p> <p>When the camera turns around all the equipment that was behind it also has to move so that it cannot be seen in shot.</p>

Beginning with U

Unit Base	<p>The place where people get ready for the shoot. It is also where breakfast is and sometimes lunch.</p> <p>It is usually a short drive from set so that it doesn't disturb the shooting.</p> <p>There will be lots of trucks such as Costume, Hair and Makeup, toilets and the Production Office.</p>
Unit Base Runner	<p>A member of the AD team who supports the Second Assistant Director and Production Department at unit base.</p>
Unit Call	<p>The time people need to be on set and ready to work.</p> <p>This time will be on the call sheet.</p>
Unit List	<p>A list of the people working on the production including their names, job titles, and phone numbers.</p>
Up and Running	<p>The time that Catering, Locations, and Facilities Departments need to be ready for other people to arrive at unit base.</p>

Beginning with V

VFX	<p>Short for Visual Effects which are any special effects made in post-production with a computer.</p> <p>VFX can be small like adding some smoke or big like creating whole cities or making a monster.</p>
VFX Artist	<p>Someone who uses a computer to create visual effects (VFX).</p>
VFX Editor	<p>The person who edits the VFX into the live action so that everyone can see that they are working.</p>
VFX Facility	<p>A company that works with computer design to make visual effects (VFX). This might be to hide things which shouldn't be in the picture like cables or lights or create completely imaginary creatures like a dragon.</p>

VFX Producer	<p>The person who manages all parts of the VFX process from start to finish.</p> <p>They are the link between the Director, Production Department, VFX Supervisor, Post-Production, and VFX Facility.</p>
VFX Supervisor	<p>The person in charge of making sure everything is shot in the right way to add the VFX in post-production.</p> <p>The VFX Supervisor will be on tech recces. They will also be on set when the scenes which need VFX are shot.</p>
VFX Turnover	<p>This is when the Editor or Assistant Editor gives raw footage and other files or instructions to the VFX Facility to add VFX.</p>
Video Village	<p>This is where monitors are put up near set for the Director and other HoDs to look at what the scene will look like on camera.</p> <p>Make-Up, Costume, Art Department and Script Supervisor all use the monitors in video village.</p> <p>Not all directors and DoPs will work in video village. They might have monitors nearer the camera instead.</p>

Virtual Production	<p>A very large digital screen that shows VFX on the set so that they can be filmed with the live action.</p> <p>This might be a location made up in VFX like a jungle, or a background which makes it look like the actors are in space.</p>
Voice Coach/ Dialect Coach	<p>A person who helps actors to speak with an accent which is not theirs.</p> <p>For example, a character might be from Manchester and the actor is from London. A dialect coach will train them to sound different.</p>
Voice Over	<p>When a voice or commentary is recorded in post-production and added to an edit.</p>

Beginning with W

Wellbeing	<p>A person's wellbeing is how they feel in their physical and mental health.</p> <p>Wellbeing in the workplace means being kept safe and treated well.</p>
Wellbeing Facilitator	<p>A person who works across all departments to help everyone feel supported in their jobs.</p> <p>Their job is to help create a work environment that keeps everyone well.</p>
Wildtrack	<p>When real sound on location is recorded with no dialogue.</p> <p>A wildtrack is used to help layer sound in the edit.</p>
Wrap	<p>The final scene has been shot for the day and it is time to pack up. The 1st AD might shout 'that's a wrap'.</p> <p>'Series wrap' might be called on an actor's last day on the shoot to let everyone know that they have finished.</p>

<p>Wrap Time</p>	<p>The time you are expected to finish the filming on a shoot day.</p> <p>Wrap time is shown on the call sheet.</p>
<p>Writer</p>	<p>A person who writes the script used for filming.</p> <p>This might be a script from a new idea or a script based on a book.</p>
<p>Writers' Room</p>	<p>Sometimes a group of writers work together to write the scripts for a TV series or film.</p> <p>A writers' room will usually mean the writers spend some time working together to discuss the whole series and how ideas and episodes link.</p> <p>The writers then might write different episodes on their own.</p>