

## How the Set is Run

## An Easy Read Guide



**Tip!**

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

## What is a Set?



A set is where the filming takes place.

A set might be in a studio or on location.



It could be halfway up a mountain



on a tropical island



or inside a pub.



A set can be inside or outside.

A set can be anywhere.

## The AD Department



When it is time to film, everyone and everything needs to be on set.



This includes the **actors**, the **crew** and all the equipment.



This takes a lot of organisation, which is done by the **Assistant Director Department** (also called the AD Team).



The **First Assistant Director** is also called the 1st AD. They work out how to make the best of everyone's time and skills.



Assistant Directors work with all the different departments.



They have to know what the departments need to do a good job.



They need to be brilliant at working in a team.



In the AD Team there is the First Assistant Director, the **Second Assistant Director** and the **Third Assistant Director**.



The 1st AD works very closely with the **Director** on set.

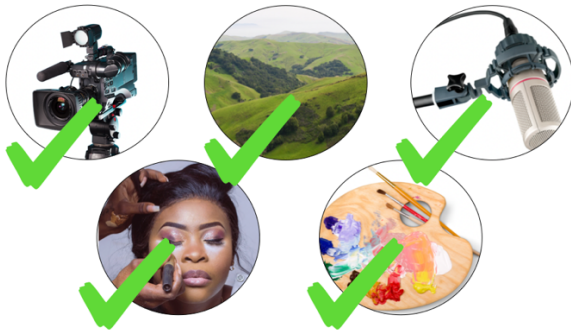




It is the 1st AD who speaks the most on the radio.



It is their job to make sure that everyone keeps to the schedule



so that all the departments have space and time to do the work they need to do on set.



They also need to spot problems and solve them



and make last minute changes to the **shooting schedule** if something goes wrong.



The 2nd Assistant Director (2nd AD) mostly works from the production truck at **unit base** during filming.



They make sure the **cast** and **Background Artists** are ready for filming



by taking people to **Costume** and **Hair and Makeup** at the right time.



They need to know the **script** very well so everything can run on time.



The 2nd AD also finds and hires the Background Artists.

 <p>The diagram illustrates the 2nd AD's role. At the top, a woman sits at a desk with a laptop, representing the Production Office. Below her, two yellow envelope icons with arrows point towards a central point. At the bottom left, a photo shows a film set with silhouettes of people and equipment. At the bottom right, a photo shows a group of people sitting around a table, representing the Production Office. The 2nd AD acts as the communication link between these two environments.</p>	<p>The 2<sup>nd</sup> AD is the person who passes messages between the set and <b>Production Office</b>.</p>
 <p>A woman is shown smiling while sitting at a desk with a laptop. To her right is a white document titled 'Call Sheet'.</p>	<p>They also make the <b>call sheet</b> that is sent out to everyone every day. The call sheet has all the information about what is happening and where.</p>
 <p>A woman in a pink hijab and red cardigan is holding a white document. To her right is a magnifying glass focused on a document titled 'Call Sheet'.</p>	<p>The 1<sup>st</sup> AD and the Production Office check the call sheet first before it can be sent out.</p>
 <p>Three people are shown: a woman in a pink hijab and red cardigan holding a clipboard, a man in a light blue shirt talking on a mobile phone, and a woman in a brown jacket holding a clapperboard.</p>	<p>The 3<sup>rd</sup> AD works on set with the Director and 1<sup>st</sup> AD.</p>
 <p>The diagram shows the 3rd AD's role in passing messages. At the top, a man in a light blue shirt is talking on a mobile phone. Below him, two yellow envelope icons with arrows point towards a central point. At the bottom left, a photo shows a film set with silhouettes of people and equipment. At the bottom right, a photo shows a woman sitting at a desk with a laptop, representing the Production Office. The 3rd AD acts as the communication link between the set and the Production Office.</p>	<p>They pass messages from the set to the production truck.</p>



The 3rd AD organises the cast and Background Artists while they are on set.



They tell the Background Artists when it is their time to be in the shot.



They also give out radios to crew who need them and make sure batteries are charged.


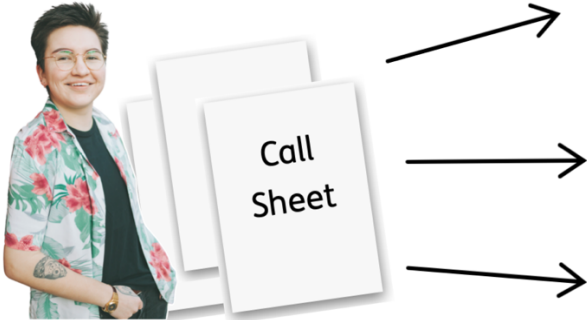




The 3rd AD organises the **Runners**



and makes sure everyone on and near set is quiet when filming is happening.



	<p>The <b>Floor Runner</b> is sometimes called the <b>Set PA</b>.</p>
	<p>They give out call sheets and script pages for the day. These are called <b>sides</b>.</p>
	<p>They also collect and give out food and drink to the cast and members of the crew who are too busy to get them.</p>
	<p>They pass messages to the 2nd AD in the production truck at unit base.</p>

## The Location Department



The **Location Department** will find places to film to match with what the Director wants.

They do this before filming starts.



They also make sure that the production is allowed to film at a location.



They check there is enough space for actors, crew and equipment to fit at a location



organise roads to be closed to traffic for safe filming



and make sure unit base and set are secure at night between filming.

## The Camera Department



The Director works with the **Director of Photography (DoP)** to decide how shots look.

This includes how the lighting looks and how the camera moves.



The Camera Department has other people who work with the DOP like the **Focus Puller** who makes sure the video is in focus.



The **Riggers** and **Grips** work closely with the lighting team.




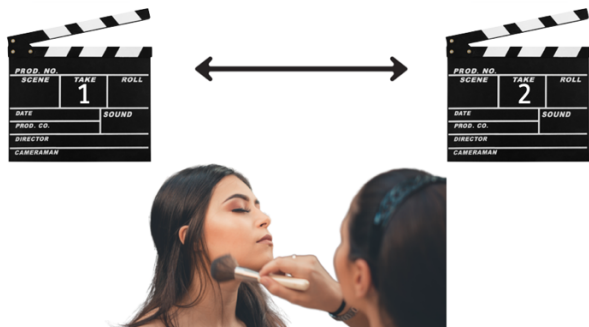


The Rigger puts up scaffolding and other equipment to help the camera and lights be put in the right places.



The Grip helps control the camera for smooth moving shots.

## The Costume, Hair and Makeup

	<p>The <b>Costume</b> and <b>Hair and Makeup Departments</b> work very closely together to decide how the actors should look.</p>
	<p>They make sure the cast look right and match between shots and scenes.</p>
	<p>During filming they watch closely to make sure the makeup and costumes stay just right.</p>
	<p>They step on set to do <b>touch ups</b> and adjustments if needed between <b>takes</b>.</p>



## The Set Dressing Team



The **Set Dressing Team** are part of the **Art Department**.



They make sure the set matches what the **Production Designer** planned.



They make sure things like props and vehicles are in the correct place








and that things are working if they need to, like a cooker or a doorbell.



The team might make changes to the set many times so it looks right for different scenes.

## The Sound Department

	<p>The <b>Sound Department</b> will make sure all sounds needed are properly recorded to match with what the Director wants.</p>
	<p>The most important sound is the <b>dialogue</b>.</p> <p>Dialogue is what the characters say to each other.</p>
	<p>The Sound Department focus on making sure the sound is clean and not interrupted by sounds like birds, traffic or planes.</p>
	<p>They will put <b>radio mics</b> on the actors to get close sound</p>
	<p>and hold microphones in the air out of shot. These are called <b>boom mics</b>.</p>

## The Script Supervisor



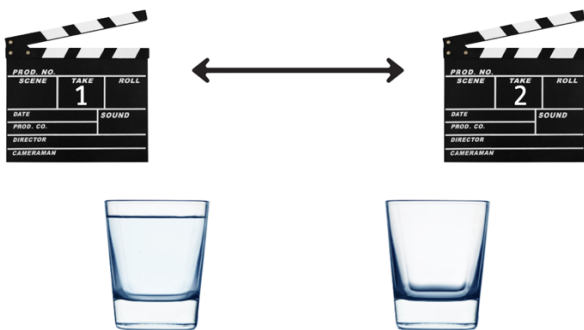
The **Script Supervisor** looks for **continuity** errors.



Continuity errors are mistakes that would mean the story does not make sense or is not believable.



For example if an actor forgets to say a part of the script that is important to the story









or if a glass is half full of water in one shot then empty in the next one.



The Script Supervisor works with the Director and **Editor** to make sure they have all the shots they need.

## The Stunt Coordinator

 	<p>If stunts are needed then a <b>Stunt Coordinator</b> will be on set.</p>
	<p>They work with the Director and 1st AD during pre-production to understand what the stunt is.</p>
 	<p>They plan the movements in detail to make sure everyone is safe and no one gets hurt.</p>
	<p>The Stunt Coordinator is on set to make sure the stunt is done safely and correctly.</p>



## The Writer

	<p>The <b>writer</b> developed and wrote the scripts.</p> <p>They keep working on the script even when filming has started.</p>
	<p>This might be because the Director or Producer has asked for changes.</p>
	<p>Changes happen for different reasons such as after the <b>Readthrough</b> when the actors practice the script out loud</p>
	<p>or something changes on set and the script needs to match it.</p>
	<p>For example if it suddenly starts snowing in a scene set in autumn, it would be strange if the characters said nothing about it!</p>

## The Producer



The Producer works sometimes on set and sometimes in the office.



They are there to support the Director and everyone on the production.



The Producer will also help make difficult decisions like stopping filming because of bad weather.



The Producer will also speak to the actors if there are things they would like to change.

## Dealing with Unexpected Problems



On set everyone needs to work as a team.



Things can change at the last minute and everyone needs to solve problems together.



For example a change could be that an actor is too sick to film.



If that happens then the 1st AD looks at the shooting schedule and work out what other scenes can be filmed that day instead.

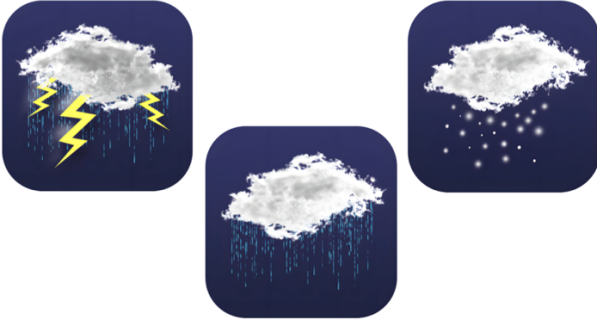


Then all the departments need to work out what they need to do to be ready to film those scenes.



It is normal for changes to happen during filming.

Other reasons for change include:



Weather



Broken equipment



and changes to the script by the Director, Producer or Writer.



It takes all the departments working together to make sure everything goes well on set.