Your first day

This is a training module from the ScreenSkills 'From Script to Screen' programme.

The text includes multiple choice questions for you to answer. Each question is identified with the words 'Multiple choice question' and finishes like this:

Question end

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That's so you can stop and think. Each question end is followed by the correct answer or answers, and feedback.

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- Section C: What to bring
- Section D: Listen out for…
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Section A: Introduction

It's your first day!

Preparation in this industry is key - you remember that from earlier modules, right? Well, when it comes to preparing for your first day on the job, the same is true.

I'm Satoshi, and I've been a Production Runner for a few years now, so I know what you'll need before you start.

From paperwork to jargon to what to bring in your bag, the word to remember is prepare, prepare, prepare.

Section B: The paperwork

Before your first day, you'll be sent various documents from production. It's important that you've read all of these in advance, so you're not confused about things when you get there.

All of this paperwork is for you, so make it a priority to start by reading your contract. When your department emails you with your confirmation, they'll include what you agreed to, sometimes known as a "deal memo". Make sure that you're clear about the terms of the job before your start date.

And, your contract may be part of a larger start packet that needs to be completed before you get paid, so make sure that you do that.

In many regions of the world, you'll need to take mandatory health and safety training, either virtually or in person. You'll need to finish this before you start work.

And, when it comes to financial questions, most of the answers are on a finance memo that the Accounting Department often issues to all crew. It covers everything from petty cash and receipts to dealing with your pay.

Another memo that you could get covers environmental issues that detail what's being done to reduce waste and emissions.

If you're sent draft scripts, it's important to read them through. Whatever your role, what's in the story impacts every department.

Remember, though, that all of these documents like callsheets, schedules and scripts, contain sensitive and confidential information. DON'T SHARE THEM. Be mindful of where you keep this information and that you dispose of it correctly.

Now, there are some things that you'll need to complete and bring with you on your first day – like a start form that has personal and banking information. You'll also need to verify your identity.

If you have any food allergies, let the Production know so catering can supply items that you can eat. If you have any accessibility requirements or reasonable adjustments or

accommodations to be made, again, you can ask Production and they will do their best to arrange that for you. If you have any medication, and wish to let someone know, you can speak to someone on your team.

Section C: What to bring

Multiple choice question. Once your paperwork is all done, pack your bag in advance. Which of these items do you think that you'll need? More than one answer is correct.

A. Mobile phone and charger

B. Notepad

C. Pens and pencils

D. Photo ID/visas

Question end

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The correct answer is that you'll need all of these things. And depending on what your role is, there are some other things too.

Planning what to wear is another key consideration. All filming days are subject to change, meaning you have to be prepared for all eventualities. And let's not forget logistics. Do a practice run to make sure that you know where you're going and how to get there. You'll need to give yourself enough time so you don't arrive late.

To help you when you arrive, keep a list of entry codes, phone numbers, and the name and contact information of who you need to report to on your first day.
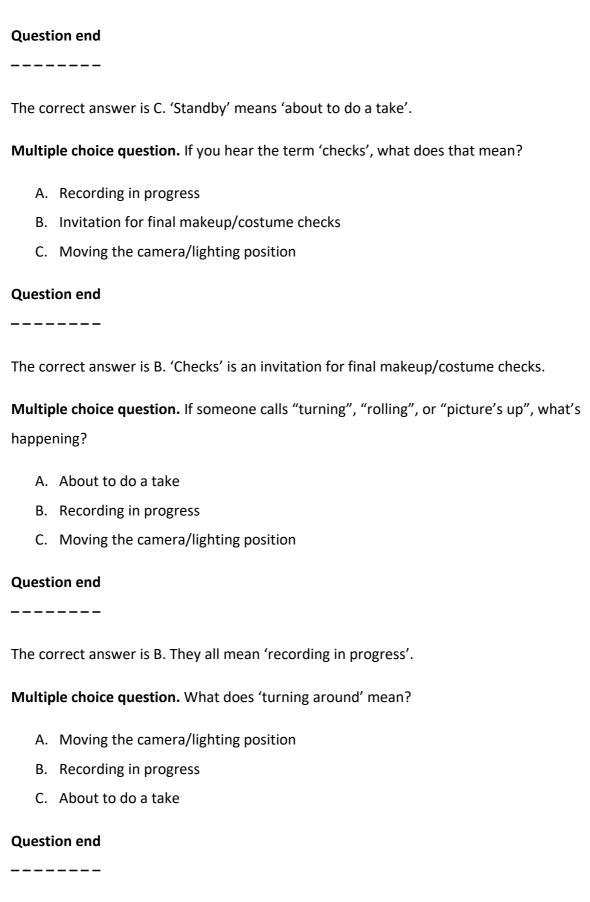
Section D: Listen out for…

It would be a good idea to study up on some jargon. Do you know what these words mean?

Multiple choice question. What does 'standby' mean?

A. Recording in progress

B. Invitation for final makeup/costume checks

C. About to do a take

The correct answer is C. 'Standby' means 'about to do a take'.

Multiple choice question. If you hear the term 'checks', what does that mean?

    A. Recording in progress

    B. Invitation for final makeup/costume checks

    C. Moving the camera/lighting position

Question end

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The correct answer is B. 'Checks' is an invitation for final makeup/costume checks.

Multiple choice question. If someone calls "turning", "rolling", or "picture's up", what's happening?

    A. About to do a take

    B. Recording in progress

    C. Moving the camera/lighting position

Question end

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The correct answer is B. They all mean 'recording in progress'.

Multiple choice question. What does 'turning around' mean?

    A. Moving the camera/lighting position

    B. Recording in progress

    C. About to do a take

Question end

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The correct answer is A. 'Turning around' means 'moving the camera/lighting position'.

Those were just four important terms you will come across. Here are some more…

- 'DAILY PREP' is the time each department needs to be ready for Unit Call…
- 'UNIT CALL' is the time that everyone required for filming is needed on set.
- 'CAST CALL' is the time that the Cast are called in to Unit Base (which is also called Basecamp).
- 'PRE-CALL' is the time given to technical departments that need to come in earlier than Unit Call to get equipment set up and running.
- We say 'UP AND RUNNING' to let Facilities, Catering, and the Locations Department know what time they need to have Unit Base is set up by.
- 'VIDEO VILLAGE' is the 'base camp' where the monitors are set up. The Director often sits here with the Director of Photography and other HODs.
- 'CAMERA WRAP' is the time that we stop filming. Most departments do not leave at this point as they have to finish off their work.
- 'DE-RIG' means packing down. It can refer to camera kits, lighting, vehicles, and also to actors and sets.
- 'WRAP' stands for Wind, Reel and Print. It happens at the end of someone's day.

You can check out any term you're not sure about in the Glossary.

Section E: Final advice

It always makes a good impression to introduce yourself to other crew members and let them know what you do. Early on, work out where key areas are – like the Production Office, the kitchen areas and toilets.

One of the most helpful documents is the Crew List, or contact list. It has information about who people are, what they do, and how to contact them. Ask if you can have one on your first day.

When going through the contact list, put useful numbers into your phone, such as Production and members of your department. That way, should you need to ask a question, you will have contact details on hand.

On your first day, if you can, go and see the Accounting team to make sure they have all your paperwork, and check if you need petty cash or a payment card.

In general, make sure you bring enthusiasm, and offer to help with things that benefit the production as a whole, not just your department. Everyone is busy, and running at full speed, so regardless of your job role, if you see someone who needs a hand – be ready to ask if they need help.

A key part of most entry level jobs is making refreshments. Not just for your team, but for others too - this is a really good way to meet people and start a conversation.

You'll probably be asked to get lunch for your team. It's a good idea to collect menus and do research on where to go to get takeout orders nearby. Make sure you find out whose lunch you're expected to get and jot down what people order.

Phew – you're SO ready for your first day, but you're not going to know everything on day one, and that's OK.

As long as you're prepared, you'll be well on your way to success. Enjoy yourself!

And that's the end of this module. This was created by ScreenSkills.