

Who Does What in Scripted Content


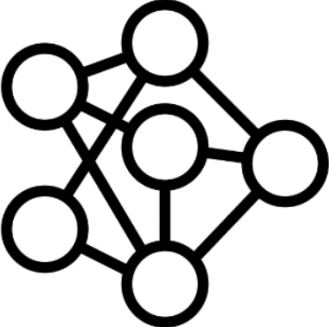

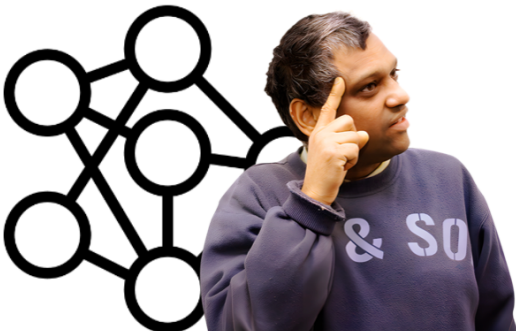
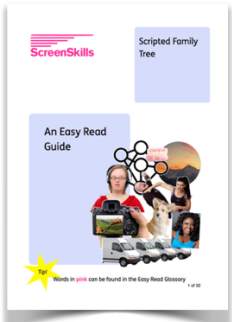
An Easy Read Guide



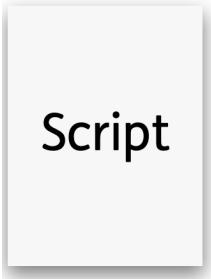
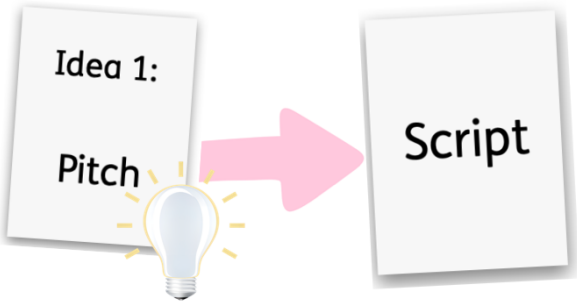
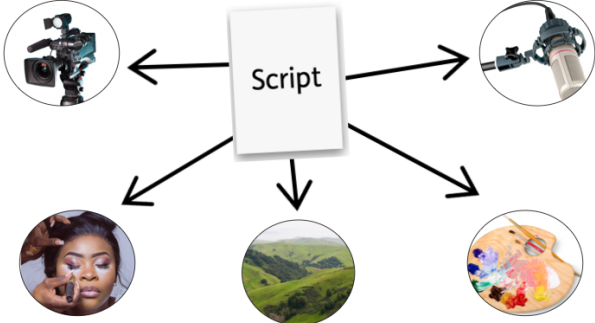
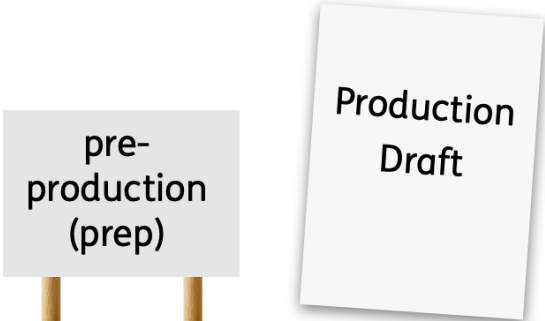

Tip!

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

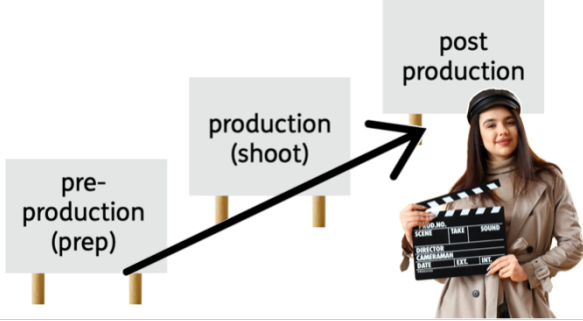
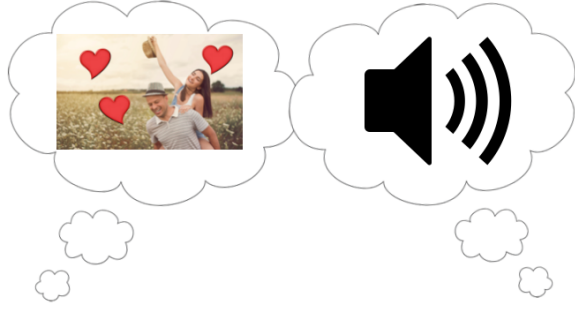


What is Content?

	<p>Scripted content starts with Executive Producers and a Writer or writers.</p>
	<p>It is their idea that becomes a pitch and then a script.</p>
	<p>The script is linked to nearly every decision made by every department on a production.</p>
	<p>During pre-production the departments might work from what is called a production draft or Outlines.</p>
	<p>while changes are being made to the final shooting script.</p>

Executive Producers and Writers

	<p>Scripted content starts with Executive Producers and a Writer or writers.</p>
	<p>It is their idea that becomes a pitch and then a script.</p>
	<p>The script is linked to nearly every decision made by every department on a production.</p>
	<p>During pre-production the departments might work from what is called a production draft or Outlines.</p>
	<p>while changes are being made to the final shooting script.</p>





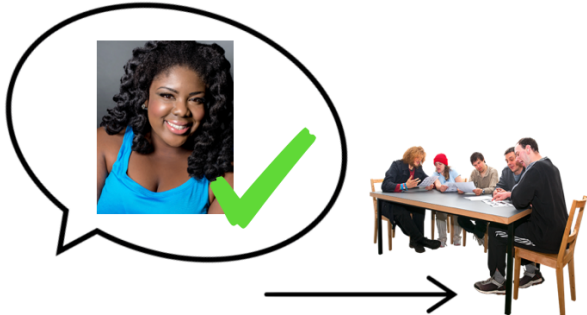
Director

	<p>The Director works from pre-production through to post-production to turn the script into what we see on screen.</p>
	<p>They work with the Executive Producers and Writer to decide what the TV programme or film will look and sound like</p>
	<p>and how the actors perform.</p>
	<p>They work with every department on the production to make it the best it can be.</p>

Production Department

 <p>pre-production (prep)</p>	<p>The Production Department are the organisers on a production.</p> <p>They start work in pre-production.</p>
	<p>They make sure that the people, documents and equipment is all in the right place at the right time.</p>
	<p>The department is led by a Line Producer or Production Manager.</p> <p>They work closely with the Producer.</p>
	<p>They support all the departments to be the best they can be</p>
	<p>and make sure the production does not cost too much or take too long to make.</p>

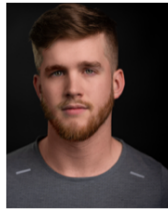
Casting Department

	<p>Casting work with the Producers and Director to choose actors for each role.</p>
	<p>They find actors who have Agents and actors who do not.</p> <p>An Agent is a person who works for an actor finding them acting jobs.</p>
	<p>Casting Directors audition actors, which means recording them reading lines from one of the scenes to see how good their acting is.</p>
	<p>The Casting team talk to the Producer to work out the actor's fee.</p> <p>This needs to be an amount the production is able to pay.</p>
	<p>Casting let an actor know when they get the job.</p> <p>Then the Production Team take over communication.</p>

Cast



1



2



3

Cast is the word for the actors.



Jackie: We should leave.

(Pause)

Jackie: David is here and we are not talking.

The main actors have a character that is named in the script and lines to say.



Background Artists or **Supporting Artists** help make **scenes** realistic by filling the background of a shot.

For example people in a coffee shop or crowd.

Jackie: We should leave.

(Pause)

Jackie: David is here and we are not talking.

The Coffee Shop Owner clears the table.







Background Artists do not usually have lines to say in the script.






Stand Ins take the place of the cast when they need to be in **Costume** and **Hair and Makeup** but the **Camera and Lighting Departments** need people on **set**.

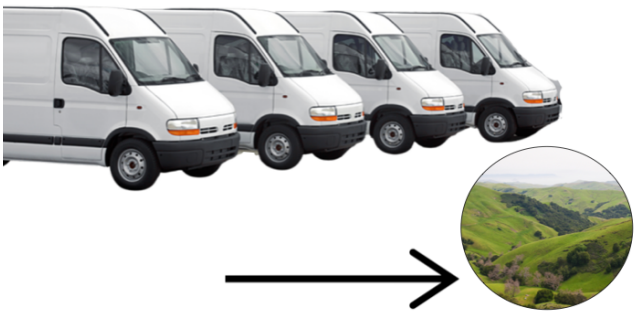
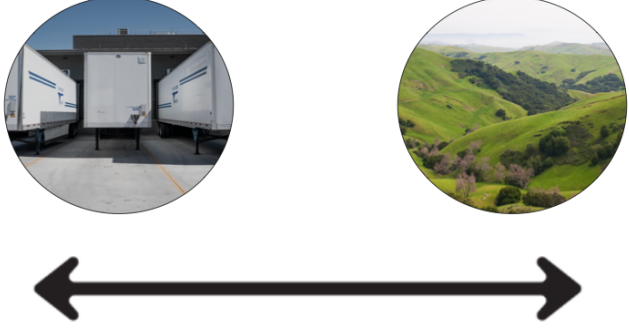


Production Accounting

	<p>The Production Accountant organises the money.</p>
	<p>They make sure everyone is paid.</p> <p>This includes cast and crew wages, equipment hire fees and the cost of a location.</p>
	<p>They also organise the petty cash that is spent each day by different departments.</p>
	<p>Petty cash is used for cheap things like a prop or tool that a department needs to buy quickly that day.</p>





Locations

	<p>The Locations Department work with other departments including the Director, Production Design and Visual Effects to find the right places to film scenes.</p>
	<p>They make sure they have the right paperwork to allow them to film in the location.</p>
	<p>This might include permission to close a road to film safely.</p>
	<p>They check there is enough space for actors, crew and equipment</p>
	<p>and make sure the spaces are safe and warm.</p>


Transportation

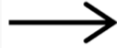
	<p>The Transportation Department organises the cars and coaches that get cast and crew to set.</p>
	<p>This might be between unit base and set</p>
	<p>or different locations during the shoot day.</p>
	<p>They work with the 2nd Assistant Director and the Production Department to make sure everyone gets where they need to be on time.</p>

Facilities

	<p>The Facilities Team provide and look after all the trucks at unit base.</p>
	<p>These include mobile dressing rooms, dining truck, Hair and Makeup, Costume, Assistant Director Department (AD) or production trucks</p>
	<p>and mobile toilet blocks at unit base. The toilets are called the honey wagon.</p>
	<p>The Facilities Team have to move the trucks overnight if the locations and unit base move.</p>

Health and Safety and Security

	<p>The Health and Safety Department makes sure every set and location is safe for people to work on.</p>
	<p>They look for possible problems then explain to each department what they can change to make it safe.</p>
	<p>Problems could be something like a wire on the floor that someone could trip over</p>
	<p>or a dangerous stunt or flying a helicopter into shot.</p>
	<p>They write risk assessments which are documents to tell everyone what the risks are in each location so they can make sure they are safe.</p>



Risk assessments also help the AD and Production Teams to bring in the right support



such as experts in safety around rivers or extra **security** for busy public spaces.








Security makes sure members of the public do not walk onto set by accident



and that all the equipment is kept safe.

Assistant Directors

	<p>The 1st AD creates the shoot schedule.</p>
	<p>They also run the set on shoot days to keep everyone on time.</p>
	<p>The 2nd AD makes the daily call sheet and works from unit base.</p> <p>There may also be a Unit Base Runner to support the 2nd AD.</p>
	<p>They make sure the cast and Background Artists are in costume ready for filming with their hair and makeup done.</p>
	<p>The 3rd AD organises the cast and Background Artists when they are on set.</p>

Art Department



The **Art Department** is in charge of the design of sets and locations.



The **Props Team** add props to the set. For example **Dressing Props** like furniture and **Action Props** used by an actor like a magazine or mobile phone.






The **Graphics Team** make things like a made-up label on a can of pop or a website on a computer screen.



The **Greens Team** organise any trees or plants added to the shot.



Armourers organise any weapons that are in scenes like guns, knives and swords.

	<p>Animal Wranglers organise any trained animals which need to be in scenes on set</p>
	<p>and make sure the animals are treated well.</p>
	<p>The Art Department also organises the Picture Vehicles or Action Vehicles that appear in shot.</p>

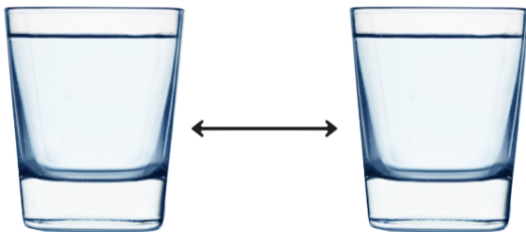
Continuity



The **Continuity Department** is usually made up of one person called the **Script Supervisor**. On big productions they might have an assistant.



They know every detail of the script.



Continuity means keeping things the same.



For example if an actor holds a mug in their right hand in one shot



then the Script Supervisor reminds them to always hold it in their right hand for each take.



They work with the Director to avoid mistakes



and make sure they have **coverage**.

Coverage means having all the shots and scenes they need.



Continuity also works closely with the **Edit Team** for **pick ups**.



Pick ups are small shots that might fill gaps the Edit Team needs to complete the finished **edit**.

Costume



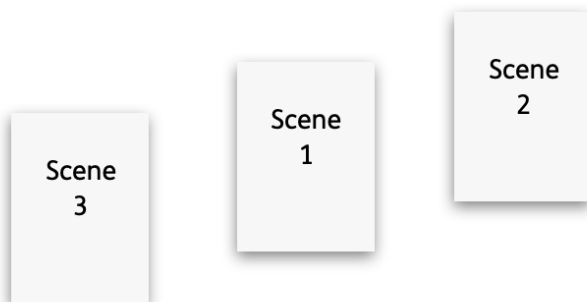
The **Costume Department** designs, makes or buys everything the actors wear on screen.



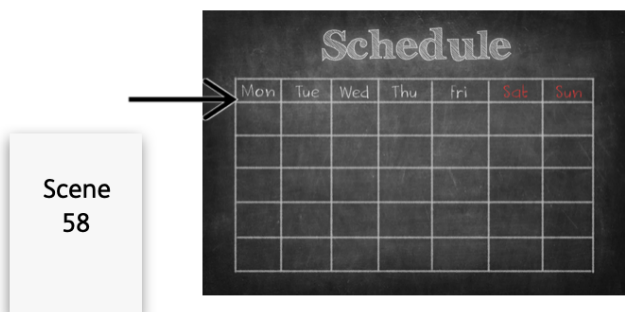
They work with the Art Department, **Hair and Makeup**, Director and Producer



to create a style that suits the character and looks right for the episode or film.



On almost all productions the scripted scenes are shot out of order.



For example the last scene of a film could be the first scene that is shot in the schedule. This is to save money by shooting all the scenes in one location at the same time.

<div data-bbox="220 197 389 430" data-label="Text"> <p>Scene 58</p> </div> <div data-bbox="459 136 746 465" data-label="Image"> </div>	<p>Costume makes sure that actors have the right costume for the scene they are in.</p>
<div data-bbox="188 510 469 757" data-label="Image"> </div> <div data-bbox="328 645 456 815" data-label="Text"> <p>Scene 2</p> </div> <div data-bbox="497 510 778 757" data-label="Image"> </div> <div data-bbox="654 645 782 815" data-label="Text"> <p>Scene 1</p> </div>	<p>A character might wear a t-shirt that is ripped in a scene on one day. Costume need an unripped t-shirt ready in case a scene is shot from earlier in the script when the t-shirt wasn't ripped.</p>
<div data-bbox="207 869 414 1151" data-label="Image"> </div> <div data-bbox="437 963 542 1151" data-label="Image"> </div> <div data-bbox="549 1030 778 1151" data-label="Image"> </div>	<p>The Costume Department must make sure costumes all fit and are washed and dried ready to wear for filming.</p>

Hair and Makeup



The Hair and Makeup Department use hairstyles and makeup on actors to change them into character.



They make sure it suits the TV programme or film.



They also use wigs, false teeth, and **prosthetics** to add things like a scar, fake nose or the entire face of a fantasy creature.








Like Costume, they know how every actor should look in each shot.



They **check** actors before each take to make sure they look the same.

Camera

	<p>The Camera Department sets up and work the cameras.</p>
	<p>The Cinematographer or Director of Photography (DOP) works with the Director to decide where the cameras should be</p>
	<p>as well as how the cameras move and which lenses to use.</p>
	<p>The DOP also works closely with the Lighting Team and Grips.</p>
	<p>The Digital Imaging Technician (DIT) backs up the recordings to send to the Post-Production Department.</p>

Grips



The **Grip Department** works with the Camera and Lighting Departments.



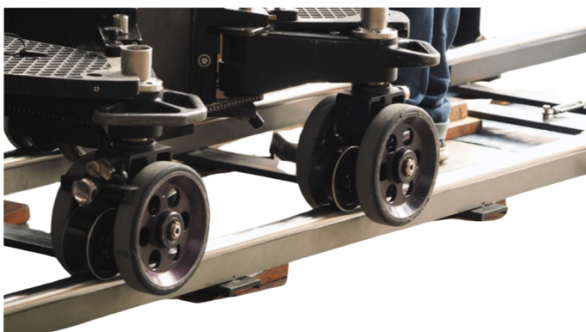
They move the heavy cameras



and set up any extra equipment that the camera needs for a shot.

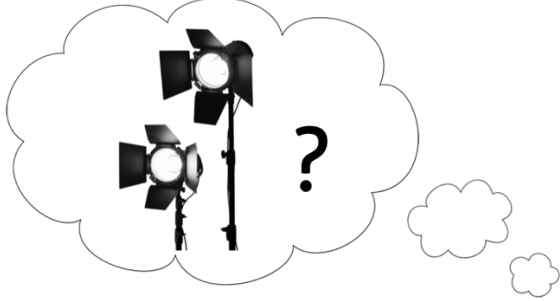


For example if a shot follows an actor walking down a road



a special track is set up for the camera to travel on a piece of equipment called a **dolly** ...a bit like a train.

Electrical, Lighting and Rigging



The DOP and the Director work together to decide where the light should be and how it should look.



The Lighting Department work the **lighting** equipment.



The **Electrical Department** move and hang the lighting equipment by hand or with big machines like a **cherry picker**.




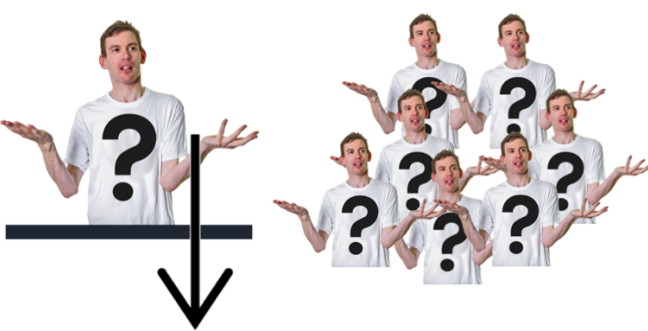




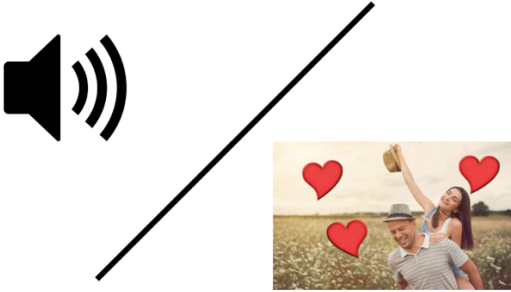

They also make sure the lights have the power they need to work safely.








The **Rigging Department** builds platforms out of scaffolding for lights to go on.

Sound






	<p>The Sound Department records all the lines the actors speak, making sure the sound is as clear as possible.</p>
	<p>They use different types of microphones to record sound.</p>
	<p>What they choose depends on the location they are filming in</p>
	<p>as well as where the actors are on set and how many actors are in a scene.</p>
	<p>The Sound Department can be just a couple of people on smaller productions or a much larger department on a big series.</p>

	<p>If there are lots of actors using lots of microphones and the actors are moving around a lot in the scene then the department will be big.</p>
	<p>Audio (sound) is normally recorded separately from picture (video)</p>
	<p>and they are joined together in the edit.</p>

SFX

	<p>The Special Effects (SFX) Department is in charge of all the physical effects on screen.</p>
	<p>Physical effects means real. The effects can be seen on set as they happen. For example a real fire for a scene</p>
	<p>or fake rain or smoke.</p>
	<p>The SFX team make things happen and look real on set.</p> <p>They are often confused with the Visual Effects (VFX) Department.</p>
	<p>The easiest way to remember the difference is that SFX is stuff that is created on set, while VFX is done on a computer screen in post-production.</p>

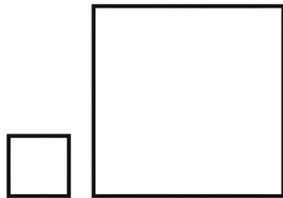
Stunts

	<p>A stunt is any action that could be dangerous.</p> <p>For example a car chase or falling off a ladder.</p>
	<p>Stunt Performers have had special training to do stunts safely.</p>
	<p>Actors will often not do their own stunts because they have not done the training and could get injured.</p>
	<p>The Stunt Coordinator works with the Director to plan the stunts</p>
	<p>and make sure they are done safely and look believable on the screen.</p>

Post-Production Department



Post-Production (or 'post') is when all the recordings are chosen and put together to tell the best story.

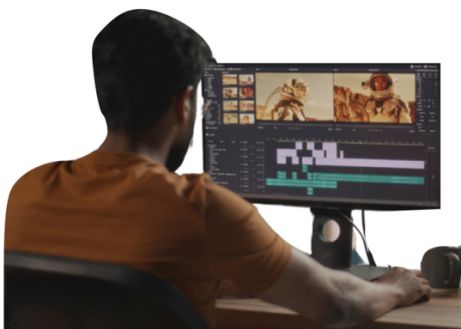


The **Post-Production Department** is large.

It includes:







The **Post-Production Supervisor** who starts work in pre-production to make sure everything is organised for post.



The Editor puts together the picture recordings.



The **Dialogue Editor** puts together the recordings of actors saying their lines.

	<p>The Colourist who changes the colours in the visual recordings to look right for the style of the TV programme or film.</p>
	<p>An Additional Dialogue Recording (ADR) Technician records extra dialogue if an actor's lines are unclear on the sound recording</p>
	<p>or if the voices of a crowd are needed in a scene.</p>
	<p>You can learn more about this department in the Post-Production module.</p>

Cast and Crew Support Roles



Voice Coaches and **Dialect Coaches** help actors to learn difference accents.



Choreographers design dance and movement in the script.



Fight Choreographers plan fake fight scenes that look real on screen.



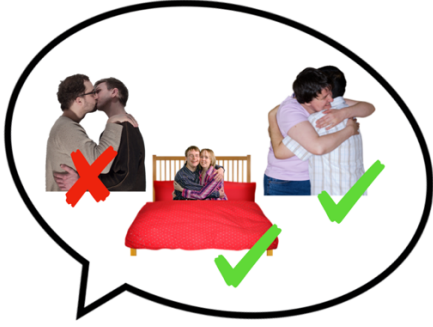
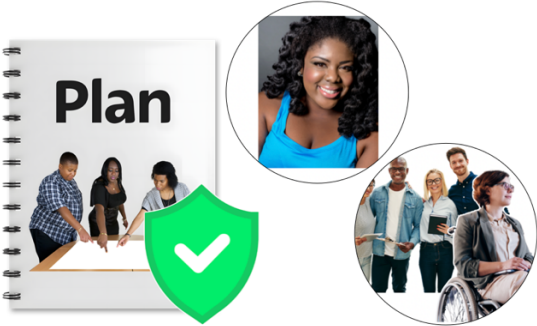



Access Coordinators help productions to make sure everyone involved is supported to do the best job they can.



They support everyone but especially deaf and disabled cast and crew.

They work with all departments to make sure everyone's **access needs** are met.

	<p>Intimacy Coordinators work on scenes where actors need to be intimate.</p>
	<p>This might mean that actors are touching, kissing, pretending to have sex or are fully or partly naked. Intimacy Coordinators also support cast and crew if scenes contain difficult and emotional subjects.</p>
	<p>They help plan the movement in the scene and make sure cast and crew feel safe and comfortable.</p>
	<p>They help plan the movement in the scene and make sure cast and crew feel safe and comfortable.</p>
	<p>Wellbeing Facilitators support the mental health of the cast and crew.</p> <p>They offer advice and can have 1-1 confidential conversations.</p>