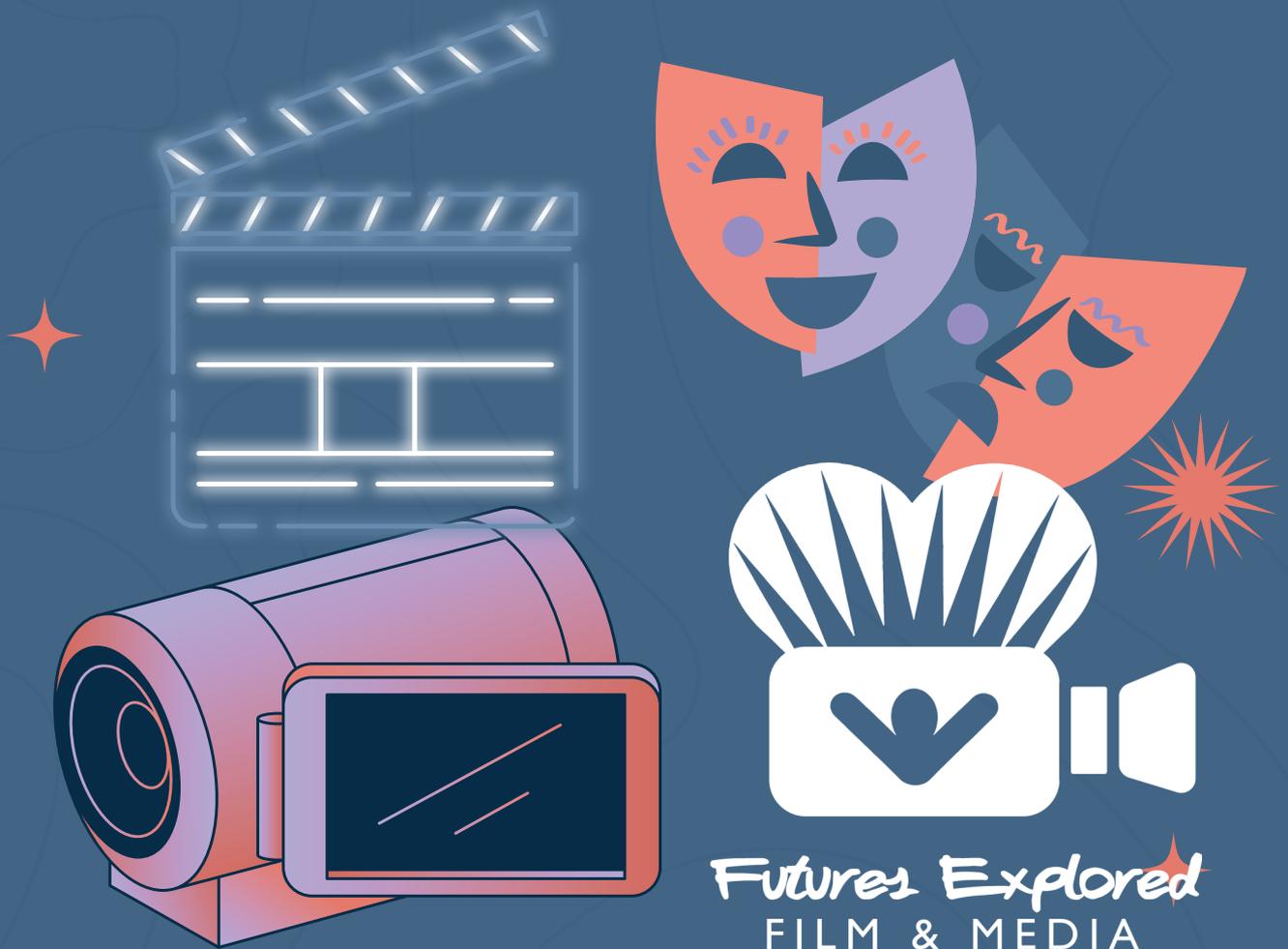


Futures Explored FMS

GUIDE TO

BEING A PRO ON SET



Futures Explored
FILM & MEDIA

Learn how to work on a professional film set

Introduction



GUIDE TO BEING A PRO



The "Future's Explored Guide to Being Pro On Set" is a comprehensive and practical guide aimed at individuals involved in the filmmaking industry, from actors and crew members to production and technical staff. This guide offers valuable insights and actionable tips on maintaining professionalism and etiquette during film shoots. It covers a wide range of topics, including punctuality, communication, teamwork, adaptability, safety, problem-solving, and interpersonal skills. With real-world examples and self-guided tips, this guide equips readers with the knowledge and behaviors necessary to create a harmonious and productive work environment on a film set. Whether you're a seasoned professional or new to the industry, this guide serves as an indispensable resource for fostering professionalism and collaboration in the dynamic world of filmmaking.



CHOOSE YOUR CREW JOBS



Development

- **CONCEPT DEVELOPMENT:** GENERATE AND REFINE THE INITIAL IDEA OR CONCEPT FOR THE FILM.
- **SCRIPTWRITER:** WRITE OR COMMISSION A SCREENPLAY THAT SERVES AS THE FOUNDATION OF THE FILM'S STORY.

Pre-production and Production

- **PRODUCER:** SECURE FINANCING, HIRE KEY PERSONNEL, AND OVERSEE ALL ASPECTS OF THE PROJECT.
- **PRODUCTION MANAGER:** PLAN LOGISTICS, CREATE SCHEDULES, AND HANDLE ADMINISTRATIVE TASKS.
- **PRODUCTION DESIGNER:** DESIGN THE VISUAL LOOK OF THE FILM, INCLUDING SETS, PROPS, AND COSTUMES.
- **LOCATION MANAGER:** SCOUT AND SECURE FILMING LOCATIONS, ARRANGE PERMITS, AND COORDINATE LOGISTICS.



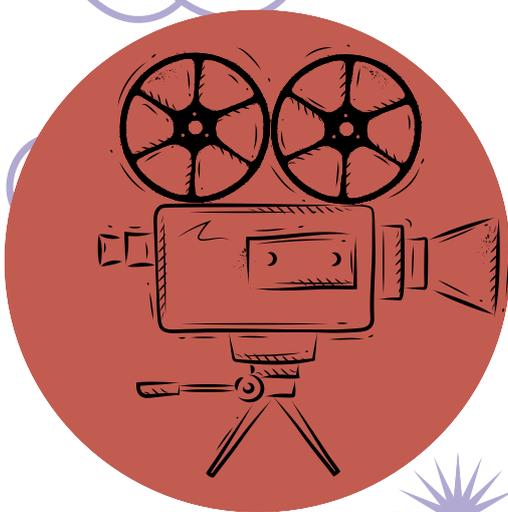
- **DIRECTOR:** LEAD THE CREATIVE VISION, GUIDE ACTORS, AND MAKE ARTISTIC DECISIONS.
- **ASSISTANT DIRECTOR (1ST AD AND 2ND AD):** MAINTAIN THE SHOOTING SCHEDULE, COORDINATE CAST AND CREW, AND ENSURE THE DIRECTOR'S VISION IS REALIZED.
- **CASTING DIRECTOR:** AUDITION AND SELECT ACTORS FOR ROLES IN THE FILM, WORKING CLOSELY WITH THE DIRECTOR.
- **ACTORS:** BRING CHARACTERS TO LIFE THROUGH THEIR PERFORMANCES, COLLABORATING WITH THE DIRECTOR AND FELLOW CAST MEMBERS.

- **SCRIPT SUPERVISOR (SCRIPTY) –** KEEPS TRACK OF CONTINUITY, TIMING, AND SCRIPT DETAILS TO ENSURE EVERY SHOT MATCHES
- **DIRECTOR OF PHOTOGRAPHY (DP):** COLLABORATE WITH THE DIRECTOR TO PLAN THE VISUAL STYLE AND OVERSEE THE CAMERA AND LIGHTING DEPARTMENTS.
- **CAMERA DEPARTMENT:** OPERATE CAMERAS, SELECT LENSES, AND CAPTURE HIGH-QUALITY FOOTAGE.
- **GRIP AND ELECTRIC DEPARTMENT:** SET UP LIGHTING, GRIP EQUIPMENT, AND SUPPORT CAMERA OPERATIONS.
- **SOUND DEPARTMENT:** RECORD HIGH-QUALITY AUDIO ON SET, INCLUDING DIALOGUE, SOUND EFFECTS, AND AMBIENT NOISE.



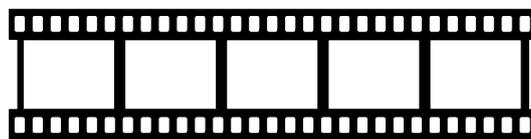
- **PRODUCTION DESIGNER:** DESIGN THE VISUAL LOOK OF THE FILM, INCLUDING SETS, PROPS, AND COSTUMES, IN ALIGNMENT WITH THE DIRECTOR'S VISION.
- **SET DECORATOR:** CHOOSE AND ARRANGE PROPS, FURNITURE, AND SET DRESSING TO ENHANCE THE VISUAL DESIGN OF EACH SCENE.
- **COSTUME DESIGNER:** CREATE AND SELECT COSTUMES THAT REFLECT THE CHARACTERS AND FIT THE FILM'S OVERALL AESTHETIC.
- **MAKEUP AND HAIR DEPARTMENT:** DESIGN AND APPLY MAKEUP AND HAIRSTYLES TO ACTORS, ENSURING CONTINUITY THROUGHOUT FILMING.
- **WARDROBE DEPARTMENT:** MAINTAIN AND MANAGE COSTUMES DURING PRODUCTION, HANDLING FITTINGS AND ALTERATIONS.
- **ART DIRECTOR:** COLLABORATE WITH THE PRODUCTION DESIGNER TO BRING THE VISUAL CONCEPT TO LIFE, INCLUDING BUILDING AND DECORATING SETS, CREATING PROPS, AND MANAGING ART-RELATED ASPECTS OF THE PRODUCTION.
- **PRODUCTION ASSISTANTS:** (PAS) ARE ESSENTIAL TEAM MEMBERS ON FILM SETS. THEY HANDLE EQUIPMENT, LOGISTICS, ERRANDS, AND PAPERWORK, ENSURING A SMOOTH PRODUCTION PROCESS. PAS ARE ADAPTABLE AND PLAY A CRUCIAL ROLE IN SUPPORTING THE PRODUCTION TEAM.

Post-Production



- **EDITOR:** ASSEMBLE AND EDIT FOOTAGE, CREATE THE FILM'S STRUCTURE, AND COLLABORATE CLOSELY WITH THE DIRECTOR.
- **COLORIST:** ADJUST AND ENHANCE COLORS AND TONES FOR VISUAL CONSISTENCY AND MOOD.

- **ASSISTANT EDITOR:** SUPPORT FILM EDITORS DURING POST-PRODUCTION. THEY MANAGE MEDIA ASSETS, SYNC AUDIO AND VIDEO, CREATE SHOT LOGS, AND ASSEMBLE ROUGH CUTS. PROFICIENCY IN EDITING SOFTWARE, ATTENTION TO DETAIL, AND COMMUNICATION SKILLS ARE ESSENTIAL. THEY MAINTAIN THE FILM'S CREATIVE AND TECHNICAL INTEGRITY.
- **SOUND DESIGNER AND MIXER:** ENHANCE AND REFINE THE AUDIO QUALITY, ADD MUSIC, SOUND EFFECTS, AND FINALIZE THE MIX.
- **VISUAL EFFECTS (VFX) ARTISTS:** CREATE OR ENHANCE VISUAL EFFECTS, INCLUDING CGI AND COMPOSITING.
- **POST-PRODUCTION SUPERVISOR:** OVERSEE THE ENTIRE POST-PRODUCTION PROCESS, MANAGING SCHEDULES, BUDGETS, AND DELIVERABLES.
- **MARKETING AND PUBLICITY:** DEVELOP A PROMOTIONAL PLAN TO REACH THE TARGET AUDIENCE, INCLUDING TRAILERS, POSTERS, AND ONLINE CAMPAIGNS. PLAN THE FILM'S RELEASE STRATEGY, WHETHER THROUGH FESTIVALS, THEATERS, STREAMING PLATFORMS, OR OTHER CHANNELS.



The increasing number of jobs on a film set signifies the complexity and collaborative nature of modern filmmaking. Each role, from directors and actors to assistants and technicians, contributes to the project's successful completion. The responsibility tied to these roles is paramount, as it directly influences the quality, efficiency, and overall outcome of the film. The collective effort and seamless coordination of various professionals ensure that the director's vision is translated onto the screen. Without the dedicated individuals in each role fulfilling their responsibilities, the completion of a film project would be challenging, if not impossible. Therefore, the expansion of jobs on set reflects the commitment required to achieve artistic and commercial success in the world of filmmaking.





FILM CREW TREE

CREATIVE LEADERSHIP

EXECUTIVE PRODUCER



PRODUCER



DIRECTOR

 GUIDES CREATIVE VISION,
WORKS WITH ALL
DEPARTMENTS

CAMERA DEPARTMENT

DIRECTOR OF PHOTOGRAPHY
(DP) – HEAD OF CAMERA &
LIGHTING



CAMERA OPERATOR –
OPERATES CAMERA



1ST AC – FOCUS, LENS SWAPS



2ND AC – SLATE, REPORTS,
MEDIA CARDS



CAMERA PA – GENERAL HELP,
CHARGING BATTERIES
DIT - RESPONSIBLE FOR
MANAGING, PROCESSING, AND
ENSURING THE QUALITY OF ALL
DIGITAL IMAGE DATA FROM
CAMERAS.

PRODUCTION DEPARTMENT

LINE PRODUCER / UPM –
OVERSEES DAILY
OPERATIONS & BUDGET

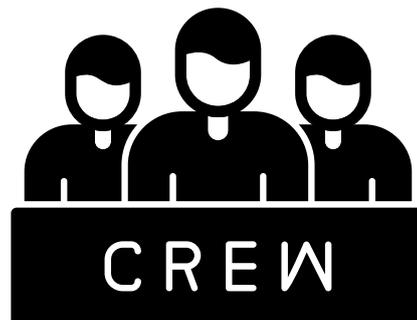


1ST ASSISTANT DIRECTOR (1ST
AD) – RUNS SET, MANAGES
SCHEDULE

↳ 2ND AD – PREPS CALL
SHEETS, MANAGES CAST
↳ 2ND 2ND AD – HANDLES
BACKGROUND / EXTRAS
↳ SET PAS – LOCK-UPS,
RADIOS, ERRANDS



PRODUCTION COORDINATOR
– PAPERWORK,
COMMUNICATION
↳ OFFICE PA – ASSISTS
COORDINATOR





FILM CREW TREE



GRIP & ELECTRIC

GAFFER – CHIEF LIGHTING TECH

↳ BEST BOY ELECTRIC

↳ ELECTRICIANS / SET LIGHTING TECHS

KEY GRIP – RIGGING & LIGHT SHAPING

↳ BEST BOY GRIP

↳ DOLLY GRIP

↳ GRIPS / RIGGING GRIPS



WARDROBE

COSTUME DESIGNER – DESIGNS OUTFITS



WARDROBE SUPERVISOR – OVERSEES ON-SET WARDROBE

↳ SET COSTUMER

↳ SEAMSTRESS / SHOPPER



ART DEPARTMENT

PRODUCTION DESIGNER – OVERALL VISUAL STYLE



ART DIRECTOR – EXECUTES DESIGN

↳ SET DECORATOR

↳ LEADMAN

↳ SET DRESSERS

↳ PROPS MASTER

↳ PROP ASSISTANT

↳ CONSTRUCTION

COORDINATOR

↳ CARPENTERS / PAINTERS

↳ SCENIC ARTIST



HAIR & MAKEUP

KEY HAIR STYLIST

KEY MAKEUP ARTIST

↳ SFX MAKEUP

↳ ASSISTANTS



SOUND DEPARTMENT

PRODUCTION SOUND MIXER – RECORDS AUDIO



BOOM OPERATOR – MOVES BOOM MIC



SOUND UTILITY – HANDLES LAVS, CABLES, BATTERIES





FILM CREW TREE

SCRIPT & CONTINUITY

SCRIPT SUPERVISOR – NOTES,
TIMING, CONTINUITY



VIDEO / PLAYBACK

VIDEO ASSIST / PLAYBACK
OPERATOR – MONITORS,
REPLAYS



VFX / SFX

VFX SUPERVISOR – DIGITAL
EFFECTS PLANNING
↳ DATA WRANGLER
SFX SUPERVISOR – PRACTICAL
EFFECTS (FIRE, RIGS)
↳ SFX CREW



TALENT & CASTING

CASTING DIRECTOR
↳ TALENT WRANGLER
↳ BACKGROUND / EXTRAS
COORDINATOR
ACTORS
BACKGROUND ACTORS
STAND INS



SUPPORT & OPERATIONS

CRAFT SERVICES – SNACKS /
DRINKS
CATERING – MEALS
TRANSPORTATION CAPTAIN –
DRIVERS / TEAMSTERS
MEDIC / SET NURSE – SAFETY /
FIRST AID
SECURITY – SET ACCESS
CONTROL



POST-PRODUCTION (OFF-SET)

EDITOR
↳ ASSISTANT EDITOR
POST SUPERVISOR
COLORIST
COMPOSER / SOUND DESIGNER



ON SET VOCAB



- CALL TIME – THE TIME YOU’RE EXPECTED TO BE ON SET AND READY TO WORK.
- WRAP – THE END OF THE SHOOTING DAY OR THE ENTIRE PRODUCTION.
- MARTINI SHOT – THE LAST SHOT OF THE DAY.
- HOT SET – A SET THAT’S READY FOR FILMING; DON’T TOUCH OR MOVE ANYTHING.
- LOCK IT UP – THE ASSISTANT DIRECTOR’S CALL TO QUIET AND SECURE THE SET FOR ROLLING.
- ROLLING – CAMERA IS RECORDING.
- CUT – STOP FILMING.
- RESET – RETURN TO START POSITION FOR ANOTHER TAKE.
- TAKE – A SINGLE RECORDED PERFORMANCE OF A SHOT.
- ACTION! – CUE FOR ACTORS AND CREW TO BEGIN.
- CONTINUITY – MAINTAINING CONSISTENCY BETWEEN SHOTS (COSTUMES, PROPS, ACTIONS).
- COVERAGE – MULTIPLE SHOTS/ANGLES OF A SCENE FOR EDITING.
- STRIKE – REMOVE A SET PIECE, PROP, OR LIGHT.
- ABBY SINGER – THE SECOND-TO-LAST SHOT OF THE DAY.
- BASE CAMP – MAIN CREW AREA (TRAILERS, GEAR).
- CRAFTY / CRAFT SERVICES – SNACKS AND DRINKS.
- HOLDING – WAITING AREA FOR EXTRAS OR CREW.
- 10-1 / 10-2 – BATHROOM BREAK CODES (“10-1” QUICK, “10-2” LONGER).
- TALENT – ACTORS OR PERFORMERS ON SET.
- BLOCKING – PLANNING ACTOR MOVEMENTS.
- REHEARSAL – RUN-THROUGH BEFORE ROLLING.
- OFF BOOK – WHEN AN ACTOR HAS MEMORIZED ALL LINES.
- LAST LOOKS - A CALL FROM THE (AD) TO THE HAIR, MAKEUP, AND WARDROBE DEPARTMENTS, FOR FINAL TOUCH-UPS ON AN ACTOR.

ON SET VOCAB



- SLATE / CLAPPERBOARD – USED AT THE START OF EACH TAKE TO SYNC PICTURE AND SOUND.
- FRAME RATE – FRAMES PER SECOND (FPS); AFFECTS MOTION LOOK.
- ISO / ASA – CAMERA'S LIGHT SENSITIVITY.
- APERTURE / F-STOP – CONTROLS EXPOSURE AND DEPTH OF FIELD.
- LENS – GLASS THAT SHAPES IMAGE; CAN BE PRIME OR ZOOM.
- C-STAND – STANDARD STAND FOR MOUNTING LIGHTS, FLAGS, AND MODIFIERS.
- FLAG – BLOCKS LIGHT.
- GEL – COLORED FILTER TO ALTER LIGHT TONE.



ON SET VOCAB

- DIFFUSION – MATERIAL THAT SOFTENS LIGHT.

- BOUNCE BOARD – REFLECTS LIGHT

- BOOM POLE HOLDER (BOOM BUDDY)

- BABY LIGHT STAND

- XLR CABLE

- FRESNEL LIGHT

- STINGER (EXTENSION CORDS)

- TUBE LIGHT



ON SET VOCAB

- DAILY'S / RUSHES – RAW FOOTAGE VIEWED AFTER SHOOTING.
- BOOM MIC – MICROPHONE ON A POLE FOR DIALOGUE CAPTURE.
- BOOM POLE
- LAVALIER / LAV – SMALL MIC CLIPPED TO TALENT.
- MIXER / SOUND RECORDIST – PERSON RECORDING AND BALANCING AUDIO LEVELS.
- ROOM TONE – AMBIENT SILENCE RECORDED FOR SOUND EDITING.
- WILD LINES – DIALOGUE RECORDED WITHOUT CAMERA ROLLING.
- DIRECTORS CHAIR - A FOLDABLE, PORTABLE CHAIR WITH A FRAME (OFTEN WOOD) AND A SEAT AND BACK MADE OF FABRIC LIKE CANVAS.
- WALKIE – RADIO USED TO TALK TO OTHERS ON SET
- HOT BRICK - CHARGED BATTERY, COLD BRICK - DEAD
- GRIP TRUCK – VEHICLE CARRYING LIGHTING AND GRIP GEAR.



EXPLORING PROFESSIONALISM

The following ideas encourage teamwork, adaptability, and professional development, making individuals more skilled and valuable in their respective roles. Adhering to these guidelines shows respect for the environment, equipment, and colleagues, further promoting a positive work environment and the longevity of resources.



Following the rules and guidelines for working on a film set is crucial for several reasons. First and foremost, it promotes efficiency and ensures that the production runs smoothly, staying on schedule and saving valuable time and resources. Safety is another paramount concern, and adhering to safety rules minimizes the risk of accidents or injuries on the set, creating a secure working environment for all involved. Moreover, embracing professionalism, respecting authority, and collaborating effectively foster a positive and harmonious atmosphere on set, which is fundamental for a successful production. These rules also contribute to the overall quality of the final product, ensuring consistency in performance, visuals, and sound.

PUNCTUALITY

- ✓ Arrive on time for all scheduled activities and rehearsals.

Example: Call times for the shoot are set at 9:00 AM. It's important to arrive at 8:45 AM, which allows time for preparing for the day's scenes, getting into costume, and becoming familiar with the set.

Tips: Use alarms or reminders to help with time management. Establish a routine that includes setting out clothes the night before and preparing any necessary items, like scripts or props, to reduce morning stress.

Self-Guided Tips:

Set Alarms: Use an alarm clock or phone alarm to remind yourself when it's time to get ready and leave for the shoot.

Plan Early: Prepare your things the night before, like choosing your outfit and packing any items you need, so you can leave on time without rushing.

RESPECT

- ✓ Follow directions from the director, producer, and other crew members.

Scenario: The director asks you to stand in a specific spot during a scene, as it's crucial for the shot's composition and lighting.

Tips: Reinforce following instructions and taking cues from authority figures. Use visual cues or scripts with clear directions for added clarity.

Self-Guided Tips:

Listen Carefully: Pay close attention when someone in charge, like the director, tells you what to do. Focus on their words and gestures.

Remember Instructions: If you're unsure, try to remember what they said and repeat it to yourself or in your head so you can follow their directions.

COMMUNICATION

- ✓ Express thoughts and ideas clearly and respectfully to team members.

Example: During a rehearsal, you have an idea for improving your character's dialogue delivery.

Tips: Encourage open communication and provide opportunities for actors to share ideas with the team. Consider implementing a designated "idea-sharing" time during rehearsals to make everyone feel valued and heard.

Self-Guided Tips:

Share Your Ideas: Don't be afraid to speak up if you have a good idea. You can politely say, "I have an idea about this part," and share it with the team.

Practice Expressing Yourself: If you're nervous about talking to others, practice what you want to say before you talk to them. It can help you feel more confident.

FOCUS

- ✓ Pay attention to instructions and stay engaged during rehearsals and shoots.

Scenario: While waiting for your scene or job, there is downtime on set, and it's important to remain focused and attentive to the ongoing production.

Tips: Find work activities or tasks to stay engaged during breaks, such as practicing lines, reviewing scripts, cleaning, organizing gear, or observing the set to gain a better understanding of the filming process.

Self-Guided Tips:

Stay Engaged: Keep your mind active by looking around and observing what's happening on set. You can also review your lines or practice your role in your head.

Bring an Activity: Carry a small, quiet activity with you, like a book or a puzzle, to stay engaged during breaks.

TEAMWORK

- ✓ Collaborate with cast and crew members, understanding that filmmaking is a collective effort.

Example: Collaborating with other actors during a group scene is essential for achieving a realistic performance.

Tips: Try to strengthen cooperation skills and foster a sense of camaraderie with other program participants. Highlight the importance of working together to create a successful film.

Self-Guided Tips:

Be a Good Team Player: Remember that you're all working together to make something great. Help others if they need it, and they will likely help you too.

Share Ideas: If you have an idea to make the scene better, you can suggest it politely to your fellow actors. They might like your idea!

DRESS CODE

- ✓ Adhere to the dress code or costume requirements for your role.

Example: As a crew member, it's important to follow the dress code, which may include wearing specific attire, such as black clothing or production crew uniforms, to blend in and maintain a professional appearance on set.

Tips: Ensure that crew members understand and adhere to the dress code guidelines provided by the production team. Offer assistance, if needed, to help individuals select appropriate clothing and accessories that comply with the code. Wear closed-toed shoes and clothes that maybe can be worked in with comfort. Ask for Help: If you're not sure what to wear, you can ask someone you trust for their opinion.

ADAPTABILITY

✓ Be flexible and open to changes in the schedule or script.

Scenario: A last-minute change is made to the script, requiring you to learn new lines quickly.

Tips: Practice flexibility by introducing small changes to routines or scripts gradually before the shoot. Provide additional rehearsal time and support to ensure actors are comfortable with the modifications. Be ok with changing your start time, lunch or time home, these times are never set forever.

Self-Guided Tips:

Stay Calm: Take a deep breath and read the new lines carefully. It's okay to take your time to learn them.

Practice New Lines: Rehearse the new lines several times until you feel confident. You can also record them and listen to the recording to help you remember.

SAFETY

✓ Safety: Follow safety guidelines and be aware of potential hazards on set.

Example: Maintaining safety on the film set is crucial. This includes being aware of potential hazards, such as cables, lighting equipment, or uneven surfaces, and taking precautions to prevent accidents.

Tips: Be aware of potential risks and understand how to navigate the set safely, ask a staff if you do not know. Report any safety concerns or hazards they encounter promptly. Use visual cues and signage to highlight safety protocols, such as "Caution" signs near potential hazards. Conduct regular safety checks to ensure the set remains hazard-free during filming.

Self-Guided Tips:

Stay Alert: Be aware of your surroundings and anything that could be unsafe. If you see something dangerous, try to move away from it or let someone know.

Follow Safety Rules: Remember any safety instructions you were given, and if you're not sure if something is safe, it's okay to ask for help or clarification.





PROBLEM SOLVING



Approach challenges with a positive attitude and seek solutions when issues arise.

Example: As a crew member, you may encounter unexpected challenges during a shoot, such as equipment malfunctions or changing weather conditions.

Tips: Stay Calm: Take a deep breath and stay calm when faced with a problem.

Identify the Issue: Try to identify what the problem is and what might have caused it.

Self-Guided Tips:

Think About Solutions: When a problem comes up, take a moment to think about different ways to solve it. What could you do to make it better?

Try Your Ideas: Once you have some ideas, try one of them out and see if it works. If it doesn't, that's okay; you can try another solution until the problem is fixed.

Use Your Resources: Think about what tools or equipment you have that can help solve the problem.

Ask for Help When Needed: If the problem seems too big to handle alone, don't hesitate to ask a trusted crew member for assistance.

Learn from Experience: After the issue is resolved, take a moment to reflect on what you learned from the experience, so you can handle similar situations more effectively in the future.

Stay Positive: Keep a positive attitude and remember that problem-solving is a valuable skill that improves with practice.



INTERPERSONAL COMMUNICATION



RESPECT FOR OTHERS

Treat everyone on set with kindness and respect, regardless of their role.

Scenario: Interacting with fellow actors and crew members, and it's essential to foster positive relationships.

Tips: Practice social skills, such as taking turns in conversations, using polite language, and respecting personal boundaries. Consider social stories or visual cues to reinforce appropriate interactions.

Self-Guided Tips:

Use Polite Words: Remember to use polite words like "please" and "thank you" when talking to others.

Wait Your Turn: If someone is speaking, practice waiting for your turn to talk and listening to what they say.

Be Kind: Treat others how you want to be treated. Smile and show kindness to everyone you meet.



SELF-CARE

Attend to personal hygiene and health needs to ensure comfort and well-being throughout the shoot.

Example: Maintaining personal hygiene during long shoot days is important for comfort and well-being.

Tips: Create a schedule that includes breaks for self-care, such as restroom breaks and meals. Use visual schedules or timers to help individuals manage their personal needs throughout the day.

Self-Guided Tips:

Keep Clean: Remember to wash your hands and face, and use tissues if you need them.

Stay Hydrated: Drink water to stay refreshed throughout the day.

Eat Snacks: Have a snack if you're feeling hungry. This helps you stay energized.

PATIENCE

Understand that filmmaking can be a lengthy process, and patience is essential.

Example: Waiting for lighting adjustments before filming can be challenging, but patience is necessary.

Tips: Practice mindfulness techniques and relaxation exercises to manage impatience. Use a visual timer or countdown to help individuals understand how much longer they need to wait.

Self-Guided Tips:

Take Deep Breaths: If you start to feel impatient, take deep breaths to help yourself relax.

Count to Ten: Count slowly to ten in your head to give yourself time to wait.

Think Positive: Try thinking positive thoughts to help you feel more patient.

LISTENING SKILLS:

Listen actively and attentively to others during discussions and rehearsals.

Self-Guided Tips:

Focus on Listening: Pay attention when others are talking. Look at their face and listen to their words.

Ask Questions: If you don't understand something, it's okay to ask questions to learn more.

Practice: Try repeating what someone says to make sure you understand it correctly.

STAYING ORGANIZED

Staying organized as a crew member on a film set, through the use of labeled equipment cases, checklists, designated workspaces, cable and equipment labeling, and digital tools, is essential for ensuring efficient workflows and achieving professional results when working with others.

Example: As a crew member, you can keep your equipment, tools, and production notes neatly organized in your designated workspace on set.

Tips: Make checklists for each day of shooting, including equipment setups, lighting plans, and shot lists, to ensure nothing is overlooked.

Establish designated work areas for various crew functions, such as camera, lighting, or sound, to maintain an organized workflow.

SELF-ADVOCACY

If you have specific needs or concerns, communicate them to a trusted crew member or advocate.

Scenario: Feeling uncomfortable with a set condition.

Tips: Encourage individuals to express their needs or discomfort to a trusted staff or advocate. Use a communication board or card to help communicate their concerns effectively.

Express Your Feelings: If something doesn't feel right, it's important to express your feelings. You can use words or gestures to show how you feel.

Ask for Help: If you need help, ask a trusted crew member or advocate. They can assist you in finding a solution.

Use Visuals: If it's hard to talk about how you feel, you can use pictures or cards with symbols to communicate your needs.



CONFIDENTIALITY



Respect the privacy and confidentiality of others involved in the production.

Example: Hearing about another crew member or actor's personal life off-set.

Tips: There is an importance of respecting others' privacy and not sharing personal information.

Self-Guided Tips:

Keep Secrets: Understand that some things are private, and it's important to keep them a secret.

Don't Gossip: Avoid talking about other people's personal lives with others.

Respect Privacy: Show respect for others by not prying into their personal matters.

PROFESSIONALISM

Avoid disruptive actions, such as yelling, running, or inappropriate comments.

Scenario: Facing frustration during a challenging scene.

Tips: Use coping strategies like deep breathing or taking short breaks to manage emotions.

Self-Guided Tips:

Stay Calm: If you feel frustrated, try to stay calm. You can take a break if you need to.

Use Coping Strategies: Practice using strategies like taking deep breaths or counting to help manage your emotions.

Talk About It: If you're having a tough time, you can talk to someone you trust about how you're feeling.

POSITIVE ATTITUDE



Maintain a positive attitude on set to create a harmonious and enjoyable work environment.

Example: Maintaining enthusiasm even during long hours.

Self-Guided Tips:

Stay Positive: Focus on the good things and what makes you happy. Try to smile and have a positive attitude.

Think of Achievements: Remember the things you've accomplished. This can boost your confidence and keep you positive.

Practice: Give yourself a small reward, like a treat or a favorite activity, to celebrate your hard work and positivity.



PROPS AND EQUIPMENT

Handle props and equipment with care, and follow instructions for their use.

Example: Using a prop phone during a scene or setting up camera and lights

Self-Guided Tips:

Handle Props Carefully: Be gentle when you touch or use props. Treat them like they are valuable, even if they are not real.

Listen to Directions: Pay attention to what the director or crew members say about how to use props. Follow their instructions.

Put Things Back: When you're done with a prop, put it back where it belongs. This helps keep everything organized.

ETIQUETTE

Practice good manners, such as saying "please" and "thank you."

Scenario: Interacting with the crew during meals or breaks.

Tips: Practice polite behavior and conversation. Use visual supports or social stories to reinforce proper etiquette and manners.

Self-Guided Tips:

Say Hello: When you meet someone, say "hello" and smile. This shows that you're friendly.

Use Polite Words: Use polite words like "please" and "thank you" when you need something or want to show gratitude.

Respect Others' Space: Give people their space and don't get too close unless they invite you to. Respect their personal space.



NEED A BREAK?



When feeling overwhelmed, here's a quick list of what to do:

1. Take Deep Breaths: Deep, slow breaths can help calm your nervous system and reduce stress.
2. Step Away: If possible, remove yourself from the overwhelming situation temporarily to regain composure.
3. Prioritize: Make a list of tasks and focus on the most important ones. Break them into smaller, manageable steps.
4. Reach Out: Talk to a trusted friend, family member, or colleague about your feelings. Sometimes, sharing your thoughts can provide relief.
5. Use Relaxation Techniques: Practice relaxation methods like mindfulness, meditation, or progressive muscle relaxation to ease tension.
6. Exercise: Physical activity releases endorphins, which can improve your mood and reduce stress.
7. Organize: Declutter your workspace or surroundings to create a sense of order and control.
8. Limit Distractions: Minimize distractions such as turning off notifications on your devices or finding a quiet space.
9. Time Management: Create a schedule or to-do list to manage your time effectively and avoid feeling overwhelmed by deadlines.
10. Seek Professional Help: If overwhelming feelings persist or become severe, consider speaking to a therapist or counselor for guidance and support.

Remember that it's okay to ask for help and take steps to manage overwhelming emotions. Your well-being is important, and there are strategies and resources available to assist you in regaining a sense of balance and control.



Call the roll – quick reference

FAD: **Quiet please**

FAD: **Roll sound, Roll camera**

SR: **Sound speed**

CO: **Camera speed**

FAD: **Mark it**

CA: **Scene xx, shot xx, take xx**

SR: **Sound set**

CO: **Camera set**

Director/FAD: **Action**

Director: **Cut**

How to write information on the clapperboard



Roll (1)

Scene (1A)

Shot (1)

Take (4)



Futures Explored