Your first week on set

Pin it up the night before. Most of this is what HoDs wish someone had told their trainee.

The night before

- ☐ Read the call sheet twice: your call time, unit base, parking, nearest A&E, weather.
- ☐ Plan your route. Add 30 minutes. Late is the one thing nobody forgets.
- ☐ Save the production office and your HoD's numbers. Charge your phone and a battery pack.
- ☐ Pack: waterproofs, layers, boots your department needs, head torch, pen, notebook, water bottle, snacks, any medicine.
- ☐ Bring bank details, NI number and right-to-work ID for your start forms.

Walkies and calls

- ☐ Ask which channel your department is on. Channel 1 is usually the ADs: keep off it unless you're told.
- ☐ Press, wait a second, then talk. Keep it short. Say who you want, then who you are.
- ☐ "Copy" means heard and understood. "Go for…" means I'm listening. "Stand by" means wait.
- ☐ "Turning over", "rolling", "action": freeze and go silent. "Cut": you can move again.
- ☐ "Checking the gate": stay put, we may go again. "Moving on": next set-up. "That's a wrap": done for the day.

On the floor

- ☐ Never walk through a lit set or across an actor's eyeline. Go round, behind camera.
- ☐ Don't touch another department's kit. Ask its HoD or trainee.
- ☐ Phone on silent and away. No photos or posts from set unless the production says you can.
- ☐ Ask once, write it down, then do it. If you don't know, say so.
- ☐ If something is unsafe, say "stop" and tell your HoD or the 1st AD. You are never wrong to.

Lunch and wrap

- ☐ Crew eat after cast and the shooting crew are served. Don't jump the queue on day one.
- ☐ Lunch is usually 1 hour. Be back before the call to return.
- ☐ At wrap, help your department pack down before you leave.
- ☐ Check tomorrow's call time. Log your hours tonight.

Days one to five

- ☐ Day 1: learn names. Your HoD, the 2nd AD, the production coordinator, the trainee next to you.
- ☐ Day 2: learn your department's kit by name and where it lives on the truck.
- ☐ Day 3: be one step ahead. Have the next thing ready before you're asked.
- ☐ Day 4: ask your HoD one question about the job you want next.
- ☐ Day 5: hand in your timesheet on time. Thank people. Get numbers for the next job.

Who to ask

- ☐ About the work: your HoD or the person they put you with.
- ☐ About where to be and when: the 2nd or 3rd AD.
- ☐ About paperwork, pay or travel: the production office.
- ☐ About anything that feels wrong: your HoD, the 1st AD, or the Film and TV Charity's 24-hour line (0800 054 0000).