Your first day: checklist

One page to run through the night before and the morning of your first day on a crew.

The night before

- [ ] Read the call sheet twice: your call time, the unit base, parking, the nearest hospital, the weather.
- [ ] Plan the journey and add 30 minutes. Late is the one thing nobody forgets.
- [ ] Charge your phone and a battery pack. Save the production office and your HoD's numbers.
- [ ] Pack: waterproofs, layers, steel toecaps if your department needs them, a head torch, a pen, a notebook, a refillable bottle, snacks, any medicine you need.
- [ ] Bring your bank details, National Insurance number and right-to-work document for the start paperwork.

When you arrive

- [ ] Sign in with the ADs or the production office, and find your head of department.
- [ ] Find the toilets, the fire assembly point, the first aider and the unit base.
- [ ] Hand in your start forms and ask when timesheets are due.

On set

- [ ] Phone on silent and away. No photos or posts from set unless you are told you can.
- [ ] Learn the radio channel for your department and the calls: 'turning over', 'cut', 'checking the gate', 'moving on'.
- [ ] Stand still and stay quiet when the bell rings or the red light is on.
- [ ] Ask once, write it down, then do it. If you don't know, say so.
- [ ] If something feels unsafe, say 'stop' and tell your HoD or the 1st AD. You will never be wrong to.

At wrap

- [ ] Help your department pack down before you leave.
- [ ] Check tomorrow's call time on the call sheet.
- [ ] Log your hours and any agreed expenses tonight, while you remember.