

Top Ten Tips for Crew

1. Be prepared

- ▶ Bring a pen, hat and gloves, gumboots and sunscreen
- ▶ Make sure your phone is charged

2. Read the call sheet – all the information you need is there – guaranteed!

3. Be on time – or early!

- ▶ Filmmaking is a team effort that requires everyone to do their bit at the right time
- ▶ If you are late, call the number on the call sheet

4. Don't touch gear from other departments

- ▶ If you see a safety problem, tell someone in the department
- ▶ Ask the Head of Department if they'd like help to pack up

5. Communicate

- ▶ Before you get on set answer your phone, texts and emails.
- ▶ Make sure you know what to do on set. If don't know, then ask
- ▶ Don't leave set without telling someone where you are going... even if it's to the toilet

6. Respect the chain of command

If you have a question, ask the person immediately above you in your department, or your Head of Department. Talk to the 1st Assistant Director if you have a question for the Director.

7. Treat everyone with respect

8. Turn your phone off

- ▶ Turn it off and keep it in your bag or leave it in the Green room. Don't have it on set.
- ▶ Don't take photos and post them to social media. Always ask the Producer before you post anything online.

9. Pay attention

- ▶ Know where the camera is and don't look into it - unless the Director tells you to
- ▶ Look out for cables and light stands
- ▶ Listen for your name and respond
- ▶ Listen to your Head of Department's instructions

10. Remember it's entertainment, so enjoy it!