

SET PROTOCOLS

SETUP/PREP

Departments begin general setup (production design/make up/set dressing/grip/audio/, etc.) Could be anywhere from a few minutes to hours.

BLOCKING/REHEARSAL

Staging (director/actor establish marks/cues)

Camera setups/moves (director/dp establish camera marks/cues relative to actors marks/cues – aka blocking)

Marking actors happens during blocking (see marking actors notes)

Camera adjustments/focus/framing

Director/Script supervisor runs lines with Actors – adjusts marks/cues

Director works with DP/Camera –adjusts marks/cues/movement

LIGHTING

DP works with Gaffer/Bestboy/Electric - Lighting Dept. Lights Set.

This happens before actors arrive or during blocking in general broad sense.

Fine tuning/adjustments happen just before shots (this is where/why stands-ins with general characteristics of actors – height/weight/color are used)

REHEARSALS/PREP

1st AD (2nd/2nd 2nd ADs) checks with various departments

(Camera, Sound, Lighting, Director) as to their readiness/general setup.

Adjustments are made upon request by Director via AD.

Experienced crew will perform these duties with little or no need for AD. AD is facilitator/runs set/communicates changes/adjustments).

REHEARSALS/PREP/CHECKS

If Director/Department head requests/or AD wants AD calls for the following Run Throughs/Checks/Rehearsals) (AD careful not to interrupt Director or Departments doing their work – Director may call for all these things):

- 1) Run rehearsal/run through for actors
- 2) Rehearsal/run through for camera
- 3) Frame check for Boom
- 4) Sound check for Recordist
- 5) Adjust lighting

1st AD runs through rehearsal/check while other departments (quietly) finish their work – set dressing, makeup etc.)

READY TO ROLL???

When departments are ready AD asks Director if he/she wants to go. If NO then run checks/rehearsals/adjustments 1-5 above again. If YES, then...

Director/1st AD - **“Lock it up”** (PAs stop everyone)

1st AD (repeated by 2nd AD/ PAs) - **“Quiet on Set”, “Quiet all around”**

Operator/Recordist/Boom/Director - **“Not ready”** (if not ready)

1st AD - **“Holding on Camera/Sound/Boom/etc.”**

Operator/Recordist/Boom/Director - **“Ready”** (if ready)

1st AD - **“Quiet on Set”, “Quiet all around”**

1st AD - **“Sound Ready”**

Recordist - **“Ready”**

1st AD - **“Roll Sound”** (recording equipment is at recording/playback speed)

Recordist - **“Speed”** (possibly “Rolling”)

1st AD - **“Camera Ready”** (Camera A Ready/Camera B Ready - Multicamera)

Operator - **“Ready”**

1st AD - **“Roll Camera”**

Operator - **“Rolling”** (camera is recording)

1st AD - **“Mark it”** (not always necessary to say) (signal to 2nd AC to Slate shot, Operator or DP will signal 2nd AC to position Slate in frame)

Director - calls **“Action”** (waits for camera to roll 3-5 seconds)

Director - calls **“Cut”** (waits 3-5 seconds after end of action)

AD - **“Good for Sound?”, “Good for Camera”**

CO - **“Good” or “Bad”** - notes problem

SR - **“Good” or “Bad”** - notes problem

1st AD - Asks Director if they want **“Another take”**/Director asks for another take

1st AD - **“Back to One”** (everyone moves back to original positions, time for another take, **“Back to two”** means 2nd mark, etc.)

1st AD - **“Moving on”** (After consultation with Director/moving to next shot)

1st AD - **“Next shot is a MCU”** (Calling out next shot)

1st AD – **“That’s a Wrap”** (end of day)

1st AD – **“That’s a location Wrap”** (moving locations)

1st AD – **“Dummy Check”** (make sure no Dummies left their gear)