

# YOUR FIRST DAY AS A PA

Need more information? Please check out the [DGC BC PA Helper Manual](#) on our website!

## WHAT TO KNOW WHEN YOU FIRST GET THE CALL

- Take note of your call time (plan to arrive at least 10 to 15 minutes before that time!).
- Make sure you know where to park and where to report to.
- Is your call a 15 or 8 hour call? If they don't specify, it's a 15!
- Bring a backpack with: pens, work gloves, weather appropriate clothing (including raingear), water, snacks, and sun protection.  
*Pro tip: keep your residency documents digitally so you can send them in on Day 1!*

## ON YOUR FIRST DAY

- Pay attention to the safety talk by the 1<sup>st</sup> AD at the start of the day and any safety instructions given to you by your supervisor.
- Be prepared for long days and changes in the weather. Extra layers and an extra set of socks can go a long way!
- Let your supervisor know if you need to leave your working position ("lock-up") for any reason. Only leave your lock-up when given permission, or if it is unsafe to be there.
- Limit the use of your phone, and make sure you know what the phone or device protocols are for the production you are working on.
- Do not touch or move another department's equipment.
- Never point, stare or ask for autographs from the Performers or Director. Be as professional as they are.
- Do not post any details of your work, or opinions of your job, on Social Media. This includes posts within private Facebook groups.
- Be courteous and professional at all times. If a crew member or member of the public becomes aggravated, contact your supervisor immediately.
- There are no scheduled coffee breaks throughout the day. If you need to use the washroom or grab a snack from Craft Services, ask your supervisor.
- DGC Members have a working lunch scheduled 6 hours after crew call. You may be brought a lunch or (when given permission to do so) you would go grab your lunch from Catering and return immediately to your lock-up (do not sit in the lunch tent).
- Your safety is the number 1 priority; inform your supervisor immediately if you feel you are in an unsafe situation.

### **After wrap:**

- It is part of the Locations team's duties to clean up the garbage left behind.
- Make sure to tie up the garbage bags and pile them in one easily accessible area for Transport to pick up.
- Be mindful of crew still working (make sure they have a garbage accessible).
- Do not leave until you are directed to by your supervisor (KPA or ALM).

## CONTACT US

### DGC BC Office

2985 Virtual Way,  
Suite 278  
Vancouver, BC, Canada  
V5M 4X7

604-688-2976  
info@dgcbc.com

Visit us on the Web:  
[www.dgcbc.com](http://www.dgcbc.com)

