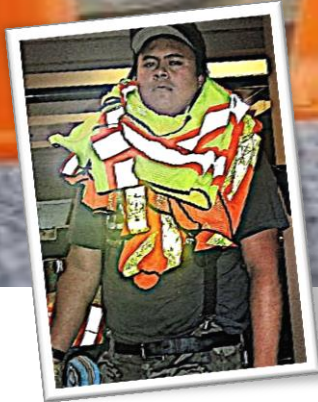


PA SURVIVAL GUIDE



What to prepare:

Welcome to the “Loc”. Team! The Locations Department is responsible for many things. From what's happening on set and behind the cameras dealing with the general public. The following guide provides you the bare essentials to fit in on set and to do your job right.

When you get the call:

First, make sure you write down your call time, the time you need to show up for work. Make sure you write down the address. Ask for specific directions if you are not sure where the location is.

What to prepare:

1. Check the weather! - Be prepared for the weather. Hot or cold, rain gear, sunscreen, shades, etc.
2. A photocopy of your previous year tax assessment and drivers license. You need to submit it along with your start pack. Alternatively you can email your info to the Payroll department. If the payroll email is not on the start pack, contact the office.
3. Work gloves!! As a PA you will be moving sheets of plywood and taking care of garbage, etc. Please bring a pair of work gloves, as it will make your day a lot easier and safer.
4. Lighter (Or BBQ lighter) - It's not a bad idea to carry one on you because you will need it to start a propane heater.
5. A pen
6. Comfortable shoes - a full day of work is 15 hours and you will definitely feel the difference standing on your feet that long.

Starting the day...

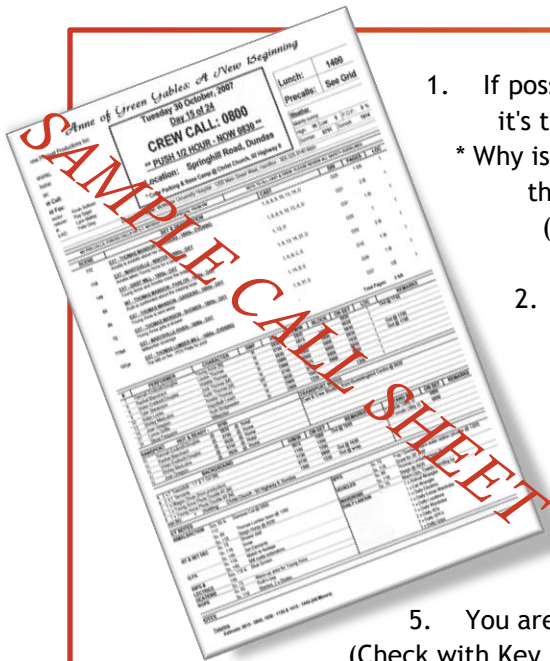
*** ALWAYS EXPECT A FULL 15 HR. DAY regardless of what you hear (Unless your Assistant Location Manger, ALM, specified an 8 hour day). If you have accepted work, don't make plans for later that day and expect to be able to keep them.



Proper rain gear is essential



A.D's outside of the A.D trailer. Pictured: Michelle Bond, Sarah Rogers and Rob Larson (Business Agent, DGC BC)



1. If possible, ask for a call sheet or get one from the AD trailer at the Circus. Usually it's the trailer with the washrooms.
 - * Why is a Call sheet important? If anything happens, your ALMs phone number is on the call sheet and you can call for help. It also tells you what time we start (crew call), lunchtime and how many scenes we are shooting. Also possible stunts and hazards.
2. Find your (supervisor) Key PA or ALM who will give you your task for the morning or day ex: 1) set-up 2) crew park, 3) fire watch 4) lock-up 5) crowd control 6) clean up.
3. Help with the set up (garbage cans, plywood etc.) unless otherwise directed. Don't just grab breakfast and sit in the tent. There is plenty to do.
4. When asked, or on the road, put on the safety vest provided and wear it properly. It's for safety and to stand out as you direct traffic and pedestrians.
5. You are also the person that crew will come to for questions regarding the location (Check with Key PA or ALM). Be prepared to answer where the closest washrooms are, how to get to lunch/ catering/ crafty/ set/ background holding, etc.
6. As a Production Assistant, you are often the first person to be on set and to the public; you are the face of the production. People will ask you about what's being filmed and it comes often when you are doing your lock up. It's a good idea to have some basic information about the show. Reading the call sheet should give you some ideas. Keep in mind do not give out too much detail, as some information might be confidential.
7. Make sure at the end of the day you have handed in a start pack with your photocopies and a time sheet. Sometimes Key PA's will offer to fill out a time sheet for you, but make sure you sign yours before you leave. It's also a good idea to record your start and wrap time so you can make sure you've been paid correctly when your cheque comes.

How to use a radio

- i. Walkie Channels (This is the common set up. It changes depending on shows): 1- Main 2-Chat 3-Grips 4- Lighting 5-Chat 6-Camera 8-Transport
- ii. Most of the crew stays on Channel 1. When you hear someone asking for you, (usually it's "your name + your department"), respond "Go for your name" or "Go for your name on 2 / channel 2". Try to bring the conversation to the "Chat channels" which is usually Channel 2 and 5. When the conversation is finished, end with "Back to (channel) 1".
- iii. When someone tells you information on the walkie, **make sure you respond "Copy"** to acknowledge that you understood what they said.



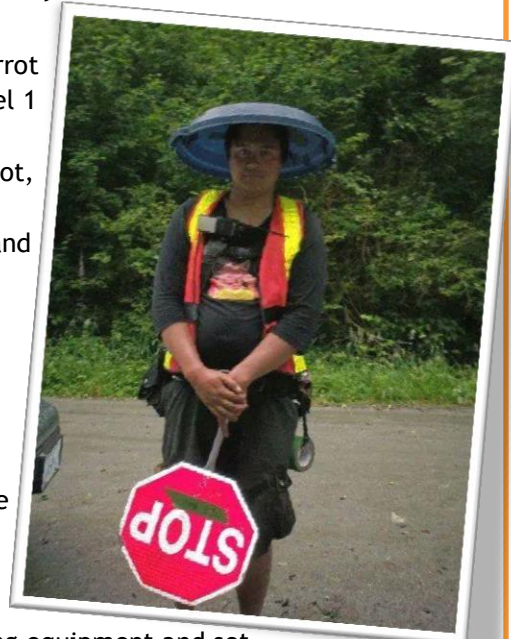
1. When someone asks "what's your 20?", this means where are you?
2. When you hear a *beep *beep. It means your walkie battery is low and you should ask for or look for a battery if you are on set from the TAD (Person with batteries on his/her belt) or a battery charging station.
3. **DO NOT** talk on the radio if the crew is **ROLLING!** If you are unsure, double clicking the PTT (push to talk) button. Someone will either say "no, we're not rolling." or respond with one click, meaning "yes" we are rolling. Wait until you hear "cut".
4. Be mindful of your language. **DO NOT SWEAR ON THE WALKIE.**



What to do on set

- . Make sure there are at least 2 garbage cans on set. Always leave a can outside of Video Village and Cast Tent.
- .. If we are shooting outside, it's almost a guarantee that your Locations team will need to set up 2 black tents:
 - 1) Video Village - Tent for the video monitors. Really sensitive to light so always will need to put up tent sides.
 - 2) Cast Tent - Area for the actors to stand by. Usually hair, makeup and wardrobe people will be stationed inside as well. If it's cold, they will request a heater. May ask for 3 tent sides.

- i. Radio lingo: (When you hear 1st AD say the following, we need you to parrot the information loud and clear to alert the crew who are not on Channel 1 or simply do not have a walkie)
 - "Lock it up!" - (Yell out: "Stand By!") Meaning we are ready to shoot, people should start to hold their work and keep the noise down.
 - "Roll Sound!" - (Yell out: "ROLLING!") This means we are now filming and also recording sound. Everyone should be absolutely quiet!
 - "Cut!" - (Yell out: "Cut!") Let the crew know that we've "cut" so they can resume their work.
- i. Butt sweeping is your friend (sweeping up garbage and cigarette butts). Making sure the location is cleaner than before. (Remember that we are responsible to clean up the locations when we are finished. So the more we can clean up ahead of time, quicker we can wrap and go home :))



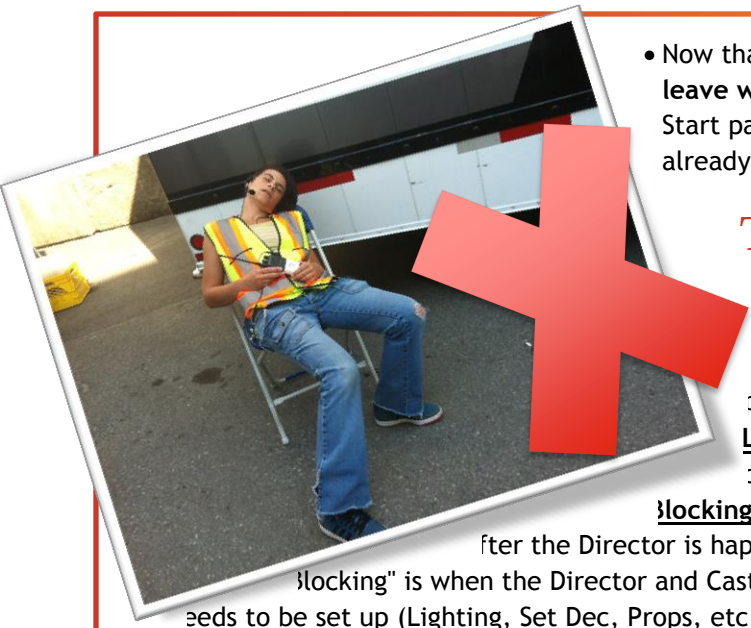
- i. Fire watch - Keeping an eye on the film gear and the film set especially if it's a hot set* Location PAs are responsible for fire watching equipment and set pieces when the crew is not close by or during lunch break. It's important that PAs keep an eye on things to prevent theft, possible equipment damage, or flying tents (It happens! lol).
- i. Pedestrian Lock ups - PAs are often assigned to a lock up spot to stop "bogies"(People unintentionally getting in front of the camera). When you hear "Lock it up", help stop pedestrians or crew from walking past you and ask them to keep quiet during our "Roll". Wait until you hear the 1st AD say "Cut" and/or "release traffic/ lock ups".



- . Sound lock up: do our best to help shut down noise nearby that may interfere with the sound when we are rolling ex: shuttles, lawnmowers, talking, genie lifts, cable truck.

- i. **DO NOT LEAVE YOUR LOCK UP!** until you get spelled off or relieved. Keep in mind the 3s's safety, security and sound. Check with the Key PA on radio to ask who would be able to spell you off. *(Sitting is not a crime, so long as everything in your lock-up (your set position) is taken care of).*
- i. **After we wrap** - At the end of the day, part of Locations responsibility is to clean up the garbage left behind. Make sure to do a good butt sweep on set, around the work trucks, catering and at the circus.
- 0. Wrap up the garbage bags from the cans and start piling them somewhere that's easy for Transport to pick up. Remember not to wrap all the garbage cans too quickly as there may still be crew working.





- Now that the day is done, your ALM will dismiss you from set. **Do not leave without them telling you to.** Make sure you have handed in a Start pack and filled out & signed a weekly time sheet if you haven't already done so.

Terminology

Key PA - Usually the location representative on set that pays attention to what's going on set and in front of the cameras. Listen to what other departments are asking LOC for. (Locks, mats, carpets, plywood, paper towels, etc.)

LM - Assistant Location Manager. Your boss. He/ She will give you instructions, if not the Key Pa, for what you will be doing.

"Blocking" - You will hear the 1st AD saying they will do a "Blocking" after the Director is happy with a scene and the move on to the next piece (of action).

"Blocking" is when the Director and Cast discuss and work on a scene so that the crew knows what needs to be set up (Lighting, Set Dec, Props, etc.). It's crucial that the crew can keep the noise to a minimal so recording.

MOS - Mute on screen. Camera is rolling but no sound is

First Team - Meaning the Director, and the actors/ actresses

Hot Set - It means that the set is still being used and everything needs to stay exactly the same.

10-1 - "I'm going for a 10-1" means they need a bathroom break.

2-holer/ honeywagon - the mobile washroom trailer

Circus - the cast trailers, ad trailer and washroom trailer.

FACS - First Aid/ Craft service (snacks)

Video Village - An area or tent set up for the DOP, Scripty and Director to watch the camera frame.

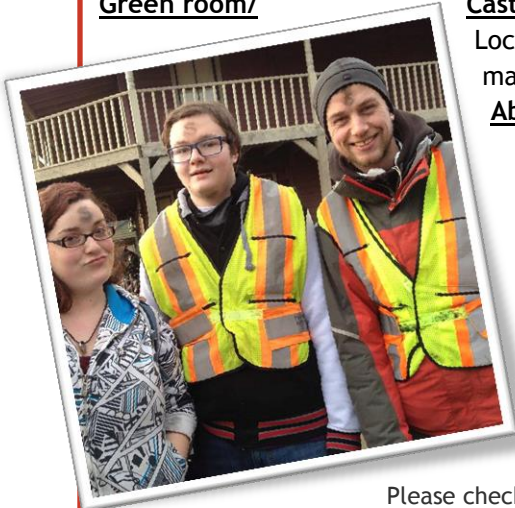
Green room/

Cast tent - An area set up by Locations department for cast and hair and make-up (H/MU) team.

Abby - The 2nd to last shot of the day

Window / Martini - The last shot of the day, which means the day will be over... soon...

Wrap! - It means we've shot all the scenes and we are packing and



More...

As part of the locations team, our job is to maintain and protect the location we are working on for the day. Keep in mind the 3 s's: Safety,

DGC BC our Guild

Please check out the DGC BC website for more information such as the PA helper manual and Permittee Logbook Holder Program under the "Becoming a Member" tab. You will also find the "Production List", "Collective Agreement" and "About Us" tabs on the home page:

www.dgcbc.com
twitter: <https://twitter.com/DGCBC/media>

Please contact the DGC BC office with any questions about Training, [604-688-2976](tel:604-688-2976) or info@dgcbc.com

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