

AD Protocol

GREEN HIGHLIGHT

indicates calls that must be made over the radio to the whole crew and repeated by the 2nd AD.

YELLOW HIGHLIGHT

indicates calls that are not over the radio but instead stated aloud to the crew on set and not repeated by the 2nd AD.

LOAD IN - Prior to CALL TIME – SECOND TEAM

The 2nd AD arrives at the location first. *The 2nd Ad should be the first to arrive and the last to leave. They open the location and direct the departments to their parking and staging areas at base camp.*

Crew arrives and prepares to work. *Following the directions on the call sheet the crew parks in designated areas and production vehicles park in designated areas at base camp.*

The 2nd AD signs in all crew and assigns Radio's. *Crew reports to the 2nd AD as they arrive and signs and receive assigned Radio's.*

The 2nd AD signs in all actors and sends them directly to Hair/Make-up and Wardrobe.

MORNING MEETING – CALL TIME – FIRST & SECOND TEAM

WE ARE HAVING THE MORNING MEETING... *Precisely at CALL TIME the 2nd AD gathers the crew. The 1st AD goes over the logistics of the day and discusses any safety concerns. Meeting concludes by saying "Work Safely Everyone".*

The 1st AD gathers the Director, DP, SS, 2nd AC, and goes to set. *The 2nd AD gets the Actors out of Hair and Make-up (also stand-ins) and escorts them to set.*

STAGING AND CABLING – SECOND TEAM

While the blocking is going on the crew stages all equipment and power is run... *The 2nd AD makes sure that all departments are doing as much prep work as they can do to get ready for the shot but do not disturb the blocking.*

BLOCKING - FIRST TEAM

WE ARE BLOCKING. CLEAR THE SET FOR BLOCKING... The Director and the Actors block the action. The 1st AD watches and checks to be sure that:

- The DP watches and checks the coverage through the directors finder.
- The Stand-Ins' watch the blocking.
- The SS watches eye-lines and notes blocking/coverage plan.
- The 2nd AC marks the actors (color tape) and camera positions (white tape).

ARE WE READY FOR THE NEW DEAL? The 1st AD makes sure that all actors marks are laid down and that all camera positions have been marked. They verify with the director that they are ready to "show the Action" to the crew.

THE NEW DEAL – FIRST & SECOND TEAM

WE HAVE A NEW DEAL... All Department heads go to set for the New Deal. Be sure the 2nd AD records the "Action" and the "coverage" part of the new deal.

THE DIRECTOR WILL NOW SHOW US THE ACTION...Director runs the action of the scene. Make sure the entirety of the action is run from beginning to end.

THE DIRECTOR WILL NOW GO OVER THE COVERAGE...Shows the set-ups of the scene. Make sure the director stands on the marks and goes "Wide" to "Close".

ARE THERE ANY QUESTIONS ON THE COVERAGE? ...Facilitate questions. Try and be sure every department is participating and thinking ahead.

THANK YOU FIRST TEAM...2nd AD escorts actors and director from set to base camp. Actors go back to Hair/Make-up and wardrobe if needed. Be sure that the 2nd AD sends the "Blocking" and "Coverage" video to the registered email address with 12 minutes.

BUILDING IT – SECOND TEAM

OKAY, LET'S BUILD IT. SECOND TEAM IN PLEASE...All crew comes to set..

LET'S GET DOLLY IN...Help clear work to get the dolly into place.

DOLLY IS READY FOR CAMERA... Camera team sets up camera on the dolly.

LET'S GET THE FRAME... Help the team set the frame & set dolly marks if needed.

LET'S GET FOCUS MARKS...Once frame is set help the Camera to get their marks.

LET'S GET A BOOM LINE...Be sure that sound has time to get their boom lines.

WORK QUIETLY...Continue to work until the team is ready to do a camera rehearsal .

ARE WE READY FOR A CAMERA REHEARSAL?

IF **NO**, TROUBLESHOOT AND REPEAT. IF **YES** GO TO NEXT CALL.

CAMERA REHEARSALS - SECOND TEAM

WORK QUIETLY. CAMERA REHEARSAL IS UP. STAND BY... The Director may wish to be present so call the 2nd AD to inform the Director.

CAMERA READY?

SOUND READY?

WE ARE GOING FOR CAMERA REHEARSAL ... AND ACTION...If the director is present they will call action and cut. The technical team runs the shot.

THAT'S A CUT ON CAMERA REHEARSAL.

HOW WAS THAT FOR CAMERA?... Check to make sure the camera is good.

HOW WAS THAT FOR SOUND? ... Check to make sure the sound is good.

IF **NOT GOOD**, TROUBLESHOOT AND REPEAT. IF **GOOD** GO TO NEXT CALL

REHEARSAL – FIRST TEAM

FIRST TEAM IN PLEASE....2nd AD brings in the actors and director to set.

EVERYONE WORK QUIETLY. FIRST TEAM IS ON SET... When the director and actors are ready make the next call.

REHEARSAL IS UP. STAND BY.

CAMERA READY? ... Check to make sure camera team is ready to go.

SOUND READY? ... Check to make sure sound team is ready to go.

DIRECTOR READY? ... Check to make sure the Director is ready to go.

QUIET. WE ARE GOING FOR REHEARSAL...

REHEARSAL AND...1stAD or Director calls **action / cut**.

CUT ON REHEARSAL – FIRST TEAM

THAT'S A CUT ON REHEARSAL. STAND BY...check on the technical teams for their input while the director checks in with the actors.

HOW WAS THAT FOR CAMERA? ... Check on Camera to make sure the camera is good to go. If not go again or inform the director of the problem if they are on set.

HOW WAS THAT FOR SOUND? ... Check on Sound to make sure the sound is good to go. If not go again or inform the director of the problem if they are on set.

HOW WAS THAT FOR THE DIRECTOR? ... Communicate to the director any technical concerns from the Camera and sound teams. If the director chooses to go again then make the next call.

IF **NOT GOOD**, go to "GOING AGAIN" CALL. IF **GOOD** go to "PICTURE IS UP CALL"

GOING AGAIN ON REHEARSAL – FIRST TEAM

OK. WE ARE GOING AGAIN. STAND BY.

CAMERA READY? ... Check to make sure camera team is ready to go.

SOUND READY? ... Check to make sure sound team is ready to go.

DIRECTOR READY? ... Check to make sure the Director is ready to go.

QUIET. WE ARE GOING FOR REHEARSAL.

REHEARSAL AND...Director calls action and cut.

THAT'S A CUT ON REHEARSAL. STAND BY... Check with director to see if the Rehearsal is good.

IF **NOT GOOD**, REPEAT CALL. IF **GOOD** go to "PICTURE IS UP" CALL

PICTURE IS UP LAST LOOKS – FIRST TEAM

PICTURE IS UP. LAST LOOKS ... All Dept. heads make final tweaks. Watch this and be sure to keep everyone on track. This is GO time.

CAMERA READY? ...Check as before.

SOUND READY? ...Check as before.

DIRECTOR READY? ...Check as before. When the Director is ready then go to next call. Be *VERY* sure everyone is ready before making the next call.

IF **NOT READY**, TROUBLESHOOT AND REPEAT. IF **READY** GO TO NEXT CALL

GOING FOR PICTURE – FIRST TEAM

WE ARE GOING FOR PICTURE. LOCK IT UP. WE ARE GOING FOR PICTURE. ROLL SOUND...

- Sound Mixer calls **SPEED**.
- 2nd AC voice slates.
- 1st AC rolls camera and the camera operator calls **SPEED** or **MARK IT**.
- 2nd AC calls **MARKER** and slaps the sticks.
- The Camera operator calls **FRAME**.
- Director calls **ACTION**.

On **CUT** go to next call.

CUT ON PICTURE – FIRST TEAM

THAT'S A CUT ON PICTURE. STAND BY... Go through the same routine of checking with the technical departments while the director talks with actors.

HOW WAS THAT FOR CAMERA?

HOW WAS THAT FOR SOUND?

HOW WAS THAT FOR THE DIRECTOR? ... Communicate all Camera, Sound and any other technical concerns to the director. Ask the Director if they are good with the take or if they want to go again.

IF **NOT GOOD**, go to "GOING AGAIN" CALL. IF **GOOD** go to "MOVING ON" CALL

GOING AGAIN ON PICTURE – FIRST TEAM

WE ARE GOING AGAIN. STAND BY.

CAMERA READY?

SOUND READY?

DIRECTOR READY?

WE ARE GOING FOR PICTURE. LOCK IT UP... ROLL SOUND.

THAT'S A CUT ON PICTURE. STAND BY.

HOW WAS THAT FOR CAMERA?

HOW WAS THAT FOR SOUND?

HOW WAS THAT FOR THE DIRECTOR?

IF **NOT GOOD**, GO AGAIN. IF **GOOD** go to "MOVING ON" CALL

MOVING ON –SECOND TEAM

THANK YOU FIRST TEAM, SECOND TEAM IN PLEASE ...2nd Ad escorts the Director and actor off set and the crew comes to set to execute the next set up.

WE ARE MOVING ON TO... (DESCRIBE NEXT SET UP) ...Move on to the next set up planned as indicated by the NEW DEAL.

Return to **BUILDING IT - SECOND TEAM** PROTOCOL.

FIRST SHOT OFF

FIRST SHOT IS OFF AT (State Time) ...Reporting If it the first shot of the day or the first shot after lunch the time is noted by all departments and reported to the studio. Be sure the 2nd AD texts the times of the 1st Shot to the faculty supervisor within 12 minutes of it being completed.

WHEN THE SCENE COVERAGE IS COMPLETE.

When all coverage of the scene that was outlined in the previous new deal has been completed, then you will move on to a NEW DEAL of the next scene. Repeat the NEW DEAL CALL from the beginning of the day.

Return to **BLOCKING – FIRST TEAM** PROTOCOL

LUNCH

THAT'S LUNCH ...At exactly the 6 hour marked Lunch must be called. If the team has already rolled on a set up you can go into grace. The shot then must be completed within 12 minutes of you are in meal penalty.

The 2nd AD runs the lunch. Actors are released for lunch first. Crew is released for lunch second. Lunch last 30 minutes from the last crew-member through the lunch line but never more than 1 hour. Everyone must sign in and out for lunch.

TEN MINUTE WARNING... At ten minutes before the end of lunch the 2nd AD announces the ten-minute warning.

WE'RE BACK... *This is the official end of lunch and all crew is required to return to work. 1st AD should indicate what work is first up after lunch.*

FINAL SET-UPS OF THE DAY

THIS IS THE ABBY SINGER ...*This is the second-to-last set up.*

THIS IS THE MARTINI ...*This is the last set up of the day.*

THAT'S A DAY WRAP FOR (ACTOR'S NAME) ...*Crew applauds.*

THAT'S A PICTURE WRAP FOR (ACTOR'S NAME) ...*Crew applauds.*

THAT'S A DAY WRAP FOR (PRODUCTION NAME).

THAT'S A PICTURE WRAP FOR (PRODUCTION NAME).

WRAP

2nd AD facilitates the shooting day reconciliation reports by gathering the SOUND MIXER, 2ND AC, AND SCRIPT SUPERVISOR to compare reports and makes sure that all reports match.

When all departments have wrapped their equipment and are ready to leave then the 2nd AD signs them out.

DOORS DOWN or COMPANY WRAP.

The 2nd AD signs out each crew-member after all work has been completed.

As each department is wrapped and have signed out then they are dismissed. Once all departments have been dismissed the shooting day is concluded. The 2nd AD Texts the "company Wrap time" to the faculty supervisor and then finalizes the DPR and the 1st AD sign off on it. All Daily production paperwork is sent back to PRODUCTION