

## Overview

This Standard involves timing the production and liaising with network control and presentation.

It is about calculating the duration of each sequence, and of the whole programme, counting in and out pre-recorded sequences, monitoring timings, identifying any over-or under-runs, re-calculating timings when there are changes, and liaising closely with network control.

This Standard is primarily for Script Supervisors working in Sports, Music, News, Light Entertainment or Outside Broadcast Event productions.

## Performance criteria

*You must be able to:*

1. identify programme content that needs to be reported and advise network control
2. calculate the duration of each sequence and the running time of programmes, monitoring them throughout the whole programme
3. check bar counting specialists are available when needed
4. count to fixed points within programmes with accuracy
5. count pre-recorded inserts in and out with accuracy
6. give standby warnings to video operators, cueing them when required
7. notify appropriate people without delay of any significant discrepancies between actual duration of sequences and estimated or rehearsal timings
8. calculate and report alterations to timings caused by changes to programme content and running order to relevant people without delay
9. calculate and report time required to meet overall programme length to relevant people when programmes includes items of flexible length
10. use methods of timing which are reliable and relevant to the nature of the production
11. ascertain the exact on and off times, and programme running times
12. obtain precise details of visual or audio links
13. communicate clear information about the timing and duration of any planned programme breaks, and any restrictions on their positioning to appropriate members of the production team
14. relay programme opening and closing visual or audio links to network control or presentation to ensure smooth transitions
15. report prompt and precise information about programme over-runs or under-runs to network control or presentation
16. advise network control or the duty officer of any programme content you identify that needs to be reported

## Knowledge and understanding

*You need to know and understand:*

1. how to advise network control of content which will be reported
2. how to calculate timings and variations in timings
3. how to count to fixed points
4. when bar counting is needed
5. how to communicate with the production team and the technical team, and with performers and contributors
6. different timing methods and how to use them
7. what counting procedures to use
8. what technical terms to use
9. how to deal with different types of programme content
10. how to deal with over-runs and under-runs
11. liaison procedures and how to use them

## Assist live multi–source productions

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**Developed by** Creative Skillset

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**Originating Organisation** Screen Skills (formerly Creative Skillset)

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**Relevant Occupations** Arts, Media and Publishing; Production Coordinator; Production Managers

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**Suite** Production (FILM and TV)

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**Keywords** Television, Film, Production, Live, Multi-Source

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