

**Overview**

This Standard involves producing relevant production documentation for film or television productions. These will include schedules, scripts, call sheets, technical requisitions, camera sheets, cast and crew lists.

It is about obtaining information on progress of productions, collecting all the information needed for production support documentation, and issuing it promptly in the required format to all those who need it in line with legislation and regulations covering data protection.

It involves ensuring that the information is accurate and up-to-date and informing people when there are changes.

It is about communicating production schedules to production colleagues, and giving any instructions needed.

This Standard is for Production Co-ordinators.

## Performance criteria

*You must be able to:*

1. confirm what information is to be included in support documentation and the format required with appropriate people
2. obtain the information to be included from relevant sources
3. check that the information you have collected is accurate and up-to-date
4. check that any calculations in the information are correct
5. identify any changes to documents from earlier versions
6. produce clear and accurate support documentation in required format and which contain all relevant information
7. circulate support documents without delay to all those who require them, informing them about any changes from earlier versions
8. communicate the requirements of production plans, schedules and scripts to production team members in time for them to take appropriate action
9. maintain up-to-date information on production progress
10. compare progress against plans and schedules on an ongoing basis
11. compile accurate information for daily progress reports
12. co-ordinate relevant information for call sheets
13. maintain the confidentiality of sensitive information in line with organisational and regulatory requirements

## Knowledge and understanding

*You need to know and understand:*

1. the production requirements, including changes to previous schedules
2. sources of relevant information on production progress
3. who needs the information contained in the support documentation
4. the different types of support paperwork which are required at different stages of a production.
5. standard formats for presenting information, and when they should be used
6. the deadlines and procedures for circulating paperwork
7. the requirements for storing production documentation including the implications of current legislation and regulations covering data protection, including artistes' contact details
8. who needs the information about the production plan and schedule, and when they need it
9. the information required on a call sheet
10. how to work closely with colleagues on shoots

## Co-ordinate production documentation

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**Developed by** Creative Skillset

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**Status** Original

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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, Documentation

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