Assist factual productions

Overview

This Standard involves checking and confirming plans and schedules for factual productions, and monitoring progress in shooting against schedule.

It is about checking the availability of contributors, facilities and services to maximise the time spent filming. It is also about informing relevant people when there are changes to the schedule during the shoot. It involves accurately noting the appropriate reference for each take and its identity, content and timing, and checking the shoot's log for completeness. It is about distributing the appropriate notes to the people who need them.

It involves monitoring the appearance, positioning, and actions of the presenters and contributors for continuity.   When speech is scripted, it is about checking what the presenter and contributors say against the script.

This Standard is for members of the production team.

Performance criteria

You must be able to:

1. check, confirm and communicate plans and schedules to appropriate members of the production team

2. inform relevant people without delay when there are changes to previously agreed plans or schedules during the shoot

3. ensure that contributors and location owners have signed consent and release forms when required

4. monitor shooting progress against schedules on an ongoing basis

5. note the implications of shoots which proceed faster or slower than scheduled, and take appropriate action to maximise time spent filming

6. check and reconfirm the availability of contributors, facilities and services on a regular basis in order to maximise the time spent filming

7. keep accurate notes of, and report to the production team, any decisions made during the shoot which affect the shoot's output or the schedule for future shoots

8. keep accurate and legible notes of the appropriate reference, identity, content and timing for each take or re-take

9. keep accurate notes of interviewers' questions during recording

10. brief interviewers during the recording of reversal questions in line with production requirements

11. check the shoot's log for completeness, and distribute appropriate notes without delay to the people who need them

12. monitor the continuity of the appearance, positioning and actions of presenters and contributors

13. check what presenters and contributors say against script for scripted productions

14. advise relevant people about discrepancies in continuity and script, and their implications for programme integrity

Assist factual productions

Knowledge and understanding

You need to know and understand:

1. how to assess the impact of changes on the schedule for current and future shoots

2. how to confirm the plan and schedule and communicate any changes to it with crew members

3. the on-going availability of contributors, facilities and services

4. sources of information to clarify shoot requirements

5. how to procure consent forms and release forms where required

6. how to store documentation in line with organisational requirements and current legislation and regulations covering data protection

7. what information to record and how to record it

8. how to work effectively in order to meet shooting schedules

9. how to find out what the continuity requirements are

10. how to identify undesirable discrepancies in continuity

11. methods of recording continuity and what terminology to use

12. how to ensure that any speech is mapped against the script

13. how to take and record comprehensive notes during the production

Assist factual productions

Developed by	ScreenSkills
Version Number	2
Date Approved	31 Mar 2019
Indicative Review Date	30 Mar 2022
Validity	Current
Status	Original
Originating Organisation	Screen Skills (formerly Creative Skillset)
Original URN	SKSP27
Relevant Occupations	Arts, Media and Publishing, Production Managers, Production Coordinator
Suite	Production (FILM and TV)
Keywords	Television, Film, Production