

## Set up and operate clapperboards

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### Overview

This standard is about setting up and operating clapperboards. This could apply to any type of production including feature films, TV dramas, commercials, documentaries, sports coverage, outside broadcast and live or stage events.

This includes preparing and setting up clapperboards, liaising with sound department, operating clapper boards, syncing digi slates, announcing takes, using end boards, logging information displayed on clapperboards and completing camera report sheets.

This standard is relevant to those responsible for setting up and operating clapperboards including those working as 2nd Assistants or Clapper loaders.

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### Performance criteria

*You must be able to:*

1. liaise with appropriate people about the positioning of clapper boards and syncing of digi-slates
2. prepare and set up clapperboards in agreed locations
3. operate clapperboards in line with industry accepted procedures
4. announce takes on cue and in a clear voice
5. use end boards when required to meet production requirements
6. maintain clear and accurate logs of all information displayed on clapperboards
7. transfer logged information onto camera report sheets, ensuring that all required details are included

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**Knowledge and understanding**

*You need to know and understand:*

1. the role of a clapperboard and a digi-slate
2. how to mark, update and operate clapperboards
3. how to monitor timecode inside digi-slates
4. when and why upside down slates are used
5. when and why grey scale or colour chip charts are included on clapper boards
6. information and documentation requirements relating to use of clapperboards
7. the differences between British and American systems of slating
8. the role of others involved and when to liaise with them including camera operators, 1st camera assistants, focus pullers and sound department
9. the requirements of the relevant Health and Safety legislation and procedures

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<b>Developed by</b>	ScreenSkills
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<b>Validity</b>	Current
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<b>Status</b>	Original
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<b>Originating Organisation</b>	ScreenSkills
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<b>Original URN</b>	CCL7
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<b>Relevant Occupations</b>	Arts, Media and Publishing, Media and Communication, Media Associate Professionals, Performing Arts
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<b>Suite</b>	Camera
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<b>Keywords</b>	camera; clapperboards; records; shoot; manufacturers; suppliers; accessories; live events; exhibitions;
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