

ALL BELOW IS IMPORTANT - PLEASE READ ALL

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BORROWING GEAR - TERMS AND CONDITIONS

- watch this space

PICK UP AND DROP OFF

- Two or more people must pick up the gear
 - If there is only one person the tex will not give you the gear
- Closed toed shoes must be worn
- Each member of the the group is responsible for all the gear
 - If supergrouping, the two groups will have to liaise about:
 - what gear
 - when to pick up
 - who to do the pick up
 - when to do the handover
 - then the same with drop off
 - If supergrouping all members of both groups are responsible for the gear
 - when the handover happens you must check all the gear off your equipment list (which you have to draw up, just fill out a book sheet)
- When dropping off the gear it must come back at ONE time.
 - It is incredibly taxing for the tex when the gear comes back in 2 or more lots

PARKING

- For pick up and drop off you can park your car at the back of the tech office, you will need to phone or get them when you arrive to get through the bollards or gate.
 - To get to the driveway at the back of building 9 you must enter Franklin St from Victoria St end, then turn immediately left.
 - The Techs will give you a permit to display on your dashboard while parked in the loading zone.
- Call the techs on 9925 2848

SHOOT CHECKLIST - not in order of priority

1. Batteries
 - a. Camera batteries charged
 - b. Audio batteries AA spares in kit
2. Call Sheet
 - a. MUST have location and direction of closest hospital.
 - b. If there is a serious injury you MUST CALL AN AMBULANCE
 - i. Do not worry about the cost - we can figure that out later
3. check your equipment
 - a. Audio
 - i. monitoring on return
 - ii. mixer calibrated with camera
 - b. Video
 - i. Z7
 1. HDV1080i
 2. 50i (not 25p)
 - ii. Audio are settings correct?
4. Wet weather gear - even if shooting inside (you gotta go outside sometime)
 - a. Raincoats
 - b. Garbage bags
 - c. Umbrellas
 - d. Tarpaulins
5. Whiteboard marker for slate
6. Pen and paper
 - a. to take notes
7. Log sheets
8. Food and Water
 - a. Fruit
 - b. Chocolate
 - c. A Proper Lunch - not Pizza, not Subway, not Maccas
9. Lighting gear
 - a. Gel kit
 - b. Pegs
 - c. Gloves
 - d. Extension leads

FILM-TV RULES

This is a work in progress - it must be checked often. It is by no means comprehensive. Common sense must prevail.

- You cannot shoot until you've completed your safety report
- You cannot shoot until you've successfully completed the shooting protocol exam (Only relevant for (Film-TV1))
- Weapons
 - No guns - No plastic guns - anything that looks like a gun.
 - If you employ an armorer and warn all stakeholders and it is cleared by your tutor or course coordinator then maybe.
- No physical contact
 - Actors are not permitted to make physical contact (harmful)
- No shooting on streets, footpaths, parks or any public property
 - You can if you warn all stakeholders and you get permission from the council
- No shooting in cars
 - You can, if you pay for safety officers, police and a car trailer
 - Not even if stationary
 - You can if you warn all stakeholders and you get permission from the council
- Working with children
 - You can't unless they're over 15
 - You can if they are under 15 and you fill out the required forms
- Camera Equipment
 - picking up gear
 - 2 people must pick up the gear
 - 2 people must drop off the gear
 - The gear must be in better condition than you received it.
 - The gear must never be left unattended in a car
 - NEVER EVER
 - \$60,000 has been stolen by groups leaving it in the car overnight

some pointers

- What is the minimum distance a light can be placed from a fire sprinkler?
 - 3 meters
- When connecting two leads outdoors what should they be covered with?
 - Glad Wrap or plastic
- What should all appliances be plugged into?
 - A power board.
- When turning on lights what should be said?
 - 'Lights on.'
- Should a bulb be replaced whilst the light is plugged into power?
 - no.
- Does food and drink need to be supplied onset?

- Yes.
- Are the crew allowed to wear open toed shoes onset?
 - No.
- What is the minimum number of sandbags to be placed on a light stand?
 - 1
- When should the gear be checked?
 - Before you take it out and when it is returned.
- When shooting outdoors and it begins to rain, it is best to:
 - Secure the gear and then make a decision.
- Should the gear be left unsecured?
 - No
- Can the gear be left in a car overnight?
 - No \$60,000 worth stolen
- If a light has been on for a while when is it appropriate to pack it back into the box?
 - When it has cooled down
- Minimum people to pick up and drop off
 - 2
- What hours can you pick up and drop off
 - Mon – Fri 9 – 5
- When returning the gear it should be:
 - In a better condition than it is found

'you're insane if you don't' tips

you are insane ...

if you don't check the gear before you go out on a shoot

if you don't leave enough time to set up (double the time you think) before shooting

if in pre-production you don't deconstruct and analyse

NEVER let stagnation of one part of the process halt the other parts of the process.

e.g.

DO NOT wait on confirmation of a location before storyboarding.

DO NOT wait on confirmation of actors before editing the script.