

The Production Office

An Easy Read Guide



Tip!

Words in **pink** can be found in the Easy Read Glossary

What is the Production Office?



The **production office** is a very busy place.



It sorts out everything that is needed for a **production** to go ahead.



They support the whole production.



They help the production to be the best it can be



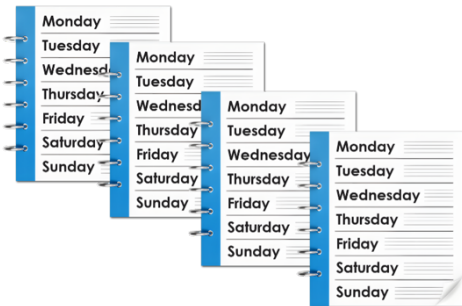
and not cost too much or take too long to make.



They organise lots of things including people, paperwork and equipment.



The people in the production office start work a few weeks before the other departments



and they often finish weeks after everyone else has ended their jobs.



The people in the production office work with all the other departments like **camera** and **costume**.



Their days are very busy.

Who is in the Production Office?



There are lots of different jobs in the production office.



Everyone has things to do but it is important everyone works together.



They know what every other department is doing.



They keep the whole production running smoothly.



In the production office there has to be someone in charge.



This is so that someone is responsible for final decisions



and so that everyone knows who to ask for help.



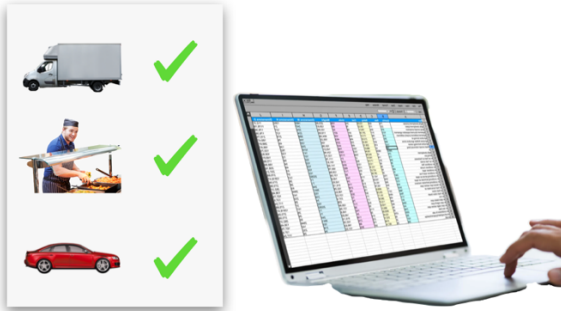
The person in charge is the **Producer** and the person they work a lot with is called the **Line Producer**.



The Line Producer's job is to lead the rest of the team in the production office and to keep the project running smoothly.



There are lots of other roles in the production office too:



The **Production Manager** helps the Line Producer with the **budget** and makes sure that the right people and equipment are booked for all departments.








The **Production Co-ordinator** is in charge of making sure everyone gets the right paperwork and information is shared.



The **Production Secretary** helps the Production Coordinator with paperwork and with organising things like booking hotel rooms and train travel.



The **Production Runner** supports the team with jobs like ordering stationery and going to the supermarket.

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|  | <p>The Production Accountant works with their team to make sure everyone gets paid.</p> |
|  | <p>The Post Production Supervisor works with the production team from early in the production to plan the edit.</p> |
|  | <p>Their job is to look after the edit, sound, music, titles and other processes to make sure the production is completely finished.</p> |
|  | <p>The Production Office will have hundreds of questions from people every day.</p> |
|  | <p>They work as a team to decide which tasks are most important and need to be done first.</p> |

What Happens During Pre-Production?



Before filming starts is **pre-production** when the production team help the Producer and **Director** to hire the **crew** and book the equipment.



The **Location Manager** looks for places to film.

This is called scouting which means looking.



When the Location Manager has choices to show the Director, they may visit the locations together.

This is called a **director recce**.



Two or three weeks before filming there is also a meeting called a **Readthrough**.



This is where **actors** and Heads of Department sit around a table and the actors read the scripts out loud.



Hearing the script read out loud helps everyone understand what needs to be filmed.

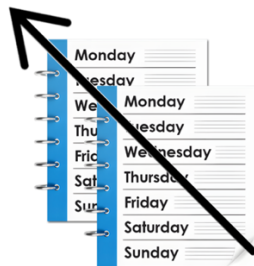


When it has been decided where scenes will be shot, a few people from each department visit locations.

The Director explains what will be filmed there.



Everyone takes notes to make sure they bring the right equipment to that location for filming.



This is called a **technical recce** and happens about two weeks before the **shoot**.



Then there is a production meeting.

All the departments talk about the plan for the whole shoot.



Before filming starts the Director practices the scenes with actors.

This is called a **rehearsal**.



A rehearsal makes sure the actors know what they need to do when they are filming the scene.