

Your First Day

An Easy Read Guide



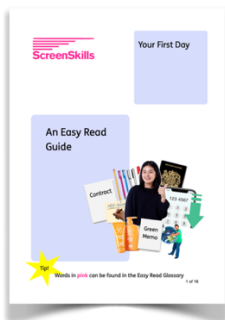
Tip!

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

Be Prepared



Before starting a new job it's important to be prepared.



This guide will help you prepare for your first day at work.



Your new workplace will send you lots of paperwork.



It is important to read it all before you go to work on your first day



so you are not confused when you arrive.

The Contract

Contract

Deal
Memo

When you get a job you will be sent a **contract**.

Sometimes you will be sent a summary called a **deal memo**.



It has information in it about what you have agreed to do as part of your job, such as the dates your job starts and finishes.



It also tells you how much you get paid



and if you get extra payments for things like using your own computer.



Make sure you understand all of this information before you start work.



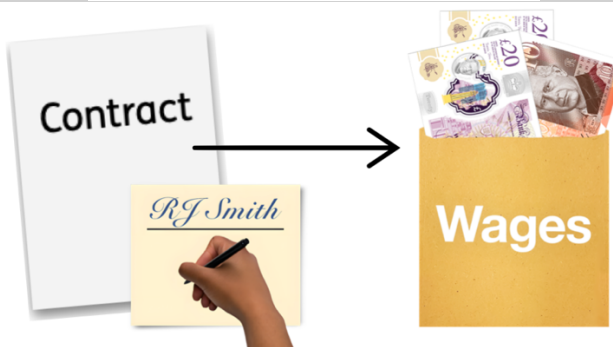
Sometimes you need to put your signature on your contract and send it back to your department.



Sometimes it is a PDF document that you sign on your computer.



And sometimes you will be sent a link to a document on a special website or app.



You need to sign your contract before you can get paid.



If you find it easier to sign a paper contract ask for one to be printed and sent to you.



You will also be asked for your bank account details for your wages to go into.



If you have any food allergies let the **Production Office** know so **catering** can make you food you can eat.



If you have any access needs let the production know so they can make reasonable adjustments for you.



On some jobs you have to do training before you start



such as subjects like health and safety and better behaviour at work for everyone.








This training might be in person or it might be online.



You need to finish this training before you start work.

Other Memos

 <p>Financial Memo</p> <p>A hand holds a white card with the text 'Financial Memo'. To the right, another hand holds a blue £5 banknote.</p>	<p>You will also get a financial memo that tells you how to claim expenses</p>
 <p>1 _____ 2 _____ 3 _____</p> <p>Wages</p> <p>A white card with a list of three items, each followed by a horizontal line. To the right is a brown envelope labeled 'Wages' overflowing with various Euro banknotes.</p>	<p>and what you need to do to get paid.</p>
 <p>Green Memo</p> <p>A white card with the text 'Green Memo'. To the right, a man in a green shirt is holding a globe of the Earth.</p>	<p>There will be a green memo which tells you what the production is doing to look after the planet</p>
 <p>Train Ticket</p> <p>Two people in green shirts are recycling. One is putting paper into a blue bin, the other into a red bin. A green bin is also present. To the right, a train ticket is shown above a blue and yellow train and a red double-decker bus.</p>	<p>like recycling and using public transport.</p>
 <p>Script</p> <p>A white card with the text 'Script'. To the right, a man in a suit is holding a white sheet of paper.</p>	<p>If you are sent scripts it is important to read them so that you know what you are involved in making.</p>



All the documents you are sent during a production have **confidential** information in them.



This means you should not share them.



Think carefully about where you keep them.
Don't leave them lying around in public places like the train or a café.








If they are on your computer then you could use a password to keep them safe.



If they are printed out make sure you throw them away in the confidential waste bin in the production office.

What to Wear

	<p>Plan what you are going to wear to work.</p> <p>It has to be comfortable to wear all day.</p>
	<p>You do not need to wear a suit or smart clothes.</p>
	<p>You might be working in different types of weather, so make sure you have things like a waterproof jacket, a hat and gloves.</p>
	<p>If you are working in sunshine, pack sunglasses, a cap and sunscreen.</p>
	<p>You might need shoes that are warm and waterproof.</p> <p>Do not wear open-toed shoes like flip-flops as these do not protect your feet and might cause you to trip.</p>

Preparation Tips



Having a small bag can be useful to keep your notepad and pen in.



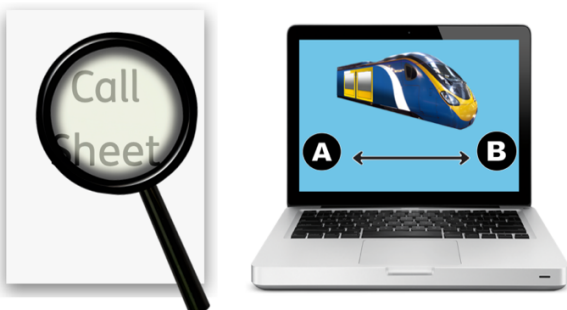
It is a good idea to practice your journey before your first day



so you know how long it will take and you will not be late.



Where you need to be every day could also change



so always remember to check where you need to be on the **call sheet** and plan the journey on your phone or computer.



Write down any entry codes or phone numbers you need to get into the building you are working in.



Save phone numbers of the **Production Department** and the people in your team in case you need to call them.



Make sure you know the contact information of the person you need to report to when you arrive on your first day.



The crew list is sometimes called the contact list or **unit list**.

It has information such as people's names, their job and how to contact them.



If you are not sent this before you start you can ask for it on your first day.

What to Bring with You

	<p>It is important to bring these items with you when you go to work:</p>
	<p>Mobile phone and charger</p>
	<p>Notepad, pens and pencils</p>
	<p>and your photo ID or passport. This helps the Production Department check your identity on your first day.</p>
	<p>If driving is part of your job you will need your driving licence and insurance documents.</p>

Tips to Do a Good Job

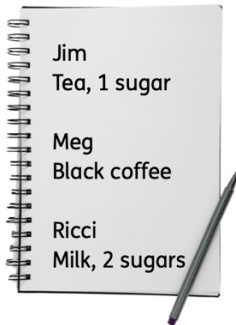


To impress people at work you should be enthusiastic.

Offer to help everyone not only the people in your department.



In most beginner jobs a task you might be asked to do is make teas and coffees and get food for people.



When people tell you their tea, coffee and food choices, make a note so you do not have to ask them every time.



If the production does not have catering you could look at where to get takeaway orders nearby.



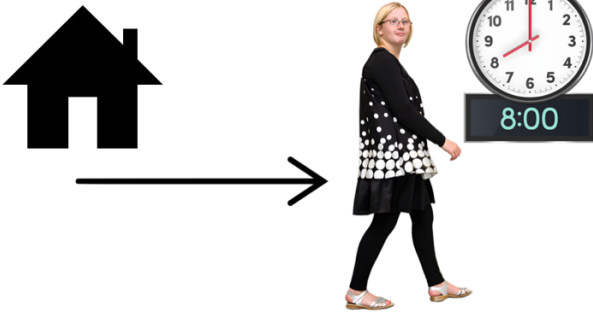
Find out whose lunch you are expected to order and make a note of what people want.

Check this when you collect the meals to make sure you have the right ones.

Important Words and Phrases

IMPORTANT

Here are some important words and phrases you will come across at your new job:



Unit Call is the time everyone is needed on set at the start of the day.



Pre Call is the time that the Makeup, Costume and technical departments are needed on set to get everything ready for unit call.



Cast Call is the time the actors need to arrive at **unit base**.



Up and running tells **Facilities**, Catering, and **Locations** departments what time they need to have unit base set up by.



Video Village is where the monitors for the Director and HoDs are set up.



A **Take** or going for a take means to start filming.



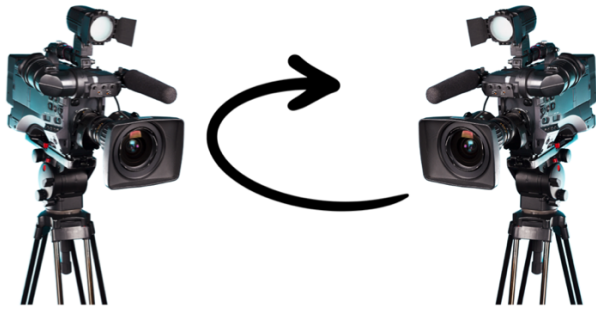
Stand by means we are about to do a take.



Checks is when **Costume** and **Hair and Makeup** departments do any last checks and fixes before a take.



Turning, rolling or pictures up means cameras are recording.



Turning around means changing the camera position.



Camera wrap is the time we stop filming.

Most departments do not leave at this time as they have to finish their work.



De-rig or **pack down** is packing away everything, including camera kits, lighting, vehicles, actors and sets.



Wrap stands for Wind, Reel and Print.

It is an old phrase from when different equipment was used but still means the end of the day.