*WALKIE WORKSHOP*

**BASICS**

3rd AD is in charge of walkies – must maintain a sign-out/sign-in sheet (attached to recharger case) – all crew must pick-up/return and sign out/in.

3rd AD is in charge of recharging each night in a safe, secure place.

People who should be on walkie:

6 walkies (typical): 1st AD, 3rd AD, PM, Gaffer, Key Grip, Best,

12 walkies (rolls royce): PM, 1st AD, 3rd AD, PC, PA, Make-up (optional but can be useful),

People who shouldn’t be on walkie: Director, DOP, script supervisor, AC’s, sound

At production meeting, 1st AD should review basic rules of good walkie behaviour for all – see below – assume there is are 1st timers, so be thorough – (always useful for everyone to have these basic rules reviewed).

On first day of shoot, before blocking, 3rd AD should gather everyone who is getting a walkie – sign out. Then, everyone check your walkie to ensure it works: 3rd says “Walkie check” – and one at a time, respond: “Good check”. Then, review basics of good walkie communication one more time.

**CHANNELS**

1 – PM, 1st AD, 3rd AD, PA, Make-up (optional)

2 – keep clear (for any detailed/semi-private conversations)

3 – grips/electrics

4 – art/props/transport

**BASIC COMMUNICATIONS**

Always be concise – One word answers – facts, not opinions.

Be short and clear – but not loud.

Don’t accidently press or lean on your ‘on’ button – be conscious that it’s not on.

Making contact: 1st AD: “Emily for Heather.” 3rd AD: “Go for Heather.”

(not “yeah” or “what’s up?” – “Go for Heather” confirms that you can speak, and confirms that it’s Heather speaking).

Always confirm that you heard or are doing: “Copy.”

e.g. 1st AD: “Bring actors to set.” 3rd AD: “Copy – we’re traveling.”

Going to washroom: 10-1 – 10-2 – 10-3 – “Taylor is 10-1, going off walkie.”

Later, when he’s back: “Taylor is back on walkie.”

If you’re busy when someone calls you – say “Stand by” (which means, “I’ll call you back”)

When you need to talk to someone about something detailed, do it on channel 2 – 1st AD: “Go to 2”. Confirm that you’re going to that channel: “Copy – going to 2.” At end of conversation, remind each other to go back -- “Going back to 1”. And… assume others are “eavesdropping” –

**ASSISTANT DIRECTORS & WALKIES**

ADS – must keep set up to speed on what’s going on – concise updates – “Rehearsals up”, “Camera’s up,” “Finals”, “Cut,” “Moving on” etc.

Keep problems/issues contained – handle issues quietly and discreetly.

Keep the crew informed about what’s coming up – and if there are delays, be diplomatic: say “We’re lighting the close-up”, not “We’re waiting on lights”; say “Rehearsal is up in five,” not “We’re waiting for the actor to come back from the craft table where he’s stuffing his face.”

NO open walkies – except in production office

Do NOT use walkies for stuff that isn’t your bizness e.g. grips asking when are the 2nd subs coming?

And DON’T repeat questions that have already been asked!

Eyes On – means ‘we need them right now?”

What’s your 20? – where are you

ETA – what’s makeup’s ETA – answer: 3 min (again, stick to the facts, no long winded descriptions like… “well, they’ve smudged the mascara and so they’re doing it again, and the eye shadow is a really weird shade of mauve, and … bla blab la…”

BE CONCISE – don’t think or gossip or do jokes over walkies. Always assume the wrong person could be listening in – and feelings could be hurt – so save your witty repartee for in-person exchanges.