

◀◀ CALL THE SHOTS ▶▶

Method Statement – Video Filming – Bar Academy Location

The process involves private individuals who are working together on an amateur video film production.

All members of the team will be pre-briefed on conduct and safety procedures, and will adhere to the host's requirements under Health and Safety laws.

One member of the team will be nominated as responsible for Health and Safety and will ensure that all members of the team adhere to the guidelines aforementioned and any others that may be required under Urbansplash contracts.

The nominated person will be responsible for ensuring that each person is briefed on emergency exit routes and codes of conduct. Once on site, a team brief, to which the management are welcome, will be held and guidelines reiterated.

Due to the nature of the drama being shot, the actors (two) will wear costumes but no safety equipment will be required. A number of extras, approximately 40, will attend and wear their own costumes, none of which will require special needs

A number of "tea lights" will be lit and arranged along the bar for several shots. A fire extinguisher is on hand for any instance requiring action.

Regular breaks have been planned in line with regulations and refreshments (soft drinks and snacks) will be consumed on the day – provided by the team themselves. No alcohol will be consumed.

No smoking materials of any kind will be permitted

A smoke generator / Atmosphere machine is being sought

The team will be separated into "the cast" and "the crew". The team will be designated as:

- Actor – Male
- Actor – Male #2
- Extras (approx 40) to stand in as bar patrons
- The Director
- 2 x Assistant Director for crowd management and directions to location
- Camera operators (team of 8, alternating)

- Lighting and sound operator
- 4 x Grip (shifter)
- Make up artist
- 3 x Runners

Equipment

- 2 x HD Camera and combined recorder (Sony Z5)
- 2 x HD Camera Canon HVC30
- 2 x Tripod for Sony equipment above
- 3 x Arri Lights
- 3 x Telescopic stands for above
- 1 x digital sound recorder
- 1 x microphone and boom
- Assorted light gauges, tie mics, coloured gels etc – in lighting box kit
- 1 x make up kit
- 2 x costumes (1 x skirt/jacket, 1 x overcoat, suit jacket)
- Tumblers, glasses and flutes for drinks props
- Smoke machine if found in time

Phase of operation

1. Arrive at designated meeting point in the car park beneath the Academy complex
2. Equipment will be unloaded from vehicles and checked that all is present. This process will be completed in stages so that equipment is not left unattended or in a dangerous location. As it is removed from vehicles, equipment will be stacked neatly.
3. Team leader will report to Gotham Music representative – or similar – and sign in
4. Team will assemble at designated area
5. Lights and camera will be set up. All cables will be clearly marked and tie tag bound for safety, then low tack gaffer tape will be used to secure them to the floor so as not to create a trip hazard
6. Actors will perform a dress rehearsal
7. Lights will be illuminated during filming only and switched off between takes so as not to generate excess heat.
8. Acting performances will be completed
9. Equipment will be powered down and all non heat generating items packed away neatly
10. After ten minutes lights will be packed away once any heat has dissipated.
11. In teams, the persons present will move the equipment back to the vehicles
12. The team leader will sign out the team in accordance with all Urbansplash and building regulations.
13. The team leader will ensure that the area is returned to a state in which it was found.

14. Any rubbish will be disposed of in accordance with regulations
15. The room will be locked if team has possession of keys or a representative notified that the production has wrapped.
16. Team departs.