

Chapter 5 Quiz

1. An assistant director is in charge of all on set, day-to-day operations. They **Schedule the Shoot**; which means during the pre-production the A.D analyzes the script and breaks it down into a schedule based on the availability of actors and locations. Additionally, they note special wardrobe, set dressing, and prop needs for each day of shooting. They then organize these elements into a schedule that reflects which scenes will be shot on what days. On bigger productions like full features, the A.D. will break the information into all kinds of reports. An A.D will also **Give Instructions on Set**; during production, the crew looks to the A.D. team for information. Questions such as: Where are the bathrooms? What time is lunch? Where can I park? Etc. While the director is busy working on what is currently being shot, the assistant director is always looking ahead on what comes next. This where a good shot list comes in handy. The A.D. breaks the shot list into a schedule for each day, working with the director to determine which shots should be accomplished with each camera set-up. The A.D. is also responsible to Accomplish the day's work; during a production, constantly referring to the shot list to determine what to set up for

the next shot and communicates this information to all department heads, via walkie-talkie, help of the second A.D's and PA's. The assistant director will keep track of time to be sure that shooting days don't run too long. In case they do the A.D. may push the next day's call time later than originally planned. The A.D. can Scout Locations; bringing your assistant director along the location scouts, they can help determine how to manage logistics on everything from where to store production equipment, to where the actors dressing rooms will be to where to set up craft service. The A.D helps with **Safety**; they are responsible for giving safety talks to the crew, when necessary. Also giving safety tips to actors when working around certain props. One of the A.D's most important responsibilities is to **Call the Roll**; that is to call out a series of specific cues for each take to ensure that all the cast and crew on set are aware of exactly what is going on so they can perform their particular role at the appropriate moment.