

## **INFO FOR EXTRAS**

Always wondered about the glamour of movie making? Here's your chance to see if the stories are true! Working as an extra on a movie shoot is primarily work. It is not always glamorous. It is not constantly exciting. It definitely is not a game. Here are some critical things to know about what is expected of you as an extra. Not every note here applies to every day of shooting, but this will give you an idea of what is expected of you when you volunteer.

**Expect to be here for the entire period mentioned in the call sheet! This could, on some shoots, be a very long day.**

**If you can not commit to the entire shooting period, please volunteer on a day you where you can commit to stay for the full shoot!**

1. Be prepared to take notes. Do not try to remember everything. Better to get it right than take a chance.
2. Have reliable transportation to and from the shooting location. Arrive at least 15 minutes before the posted call time. If you are going to be late, call the number provided to let us know.
3. Bring additional changes of wardrobe with you. Do not wear clothing with any kind of commercial logos. Wear clothing suggested for your specific scenes by the Extras Coordinator or Assistant Director. Avoid red clothing or items with small checks, plaids, polka dots or stripes.
4. Bring something to do: a book, a laptop, an iPad. All activities while waiting (and there will a significant chunk of that) must be quiet, as shooting may be occurring nearby the waiting area. You assume all responsibility for personal items brought to the shoot. You are here to work, so pay attention to the Director and Assistant Director.
5. You may be required to completely turn off your cell phones and electronic devices even while waiting if it is determined that they are interfering with the recording equipment. When you are placed in a scene, electronic devices **MUST** be turned off. **DO NOT** take photos or video during any of the time you are on set. Violation of this will result in your dismissal from the shoot.
6. **NEVER** bring the following items to the shoot: drugs, alcohol, friends, relatives, or small children.
7. Check in immediately with the person you are told to report to. Have all paperwork complete before you arrive. ID photos will be taken. After primary shooting is completed you will be emailed the photo, which you will be free to post on social network sites.
8. Check with the wardrobe and props representatives to have your costume approved.
9. Always be where the Assistant Director expects you to be. If you need to leave the area, even briefly, check in with the Extras Coordinator first.
10. Do not touch anything on the set unless specifically directed to do so.
11. Do not chat with cast or crew in a way that might distract them.
12. Food will **NOT** be provided. If you have specific dietary needs, please bring the necessary foods with you. Do not impede cast and crew as they eat. During meals, the crew especially will eat quickly, as they have the next scene to prepare.
13. Return all props and wardrobe to the proper person. Immediately inform them if anything malfunctioned or broke. Clean up around yourself.
14. Never look into the camera unless directed to do so.
15. Watch and listen carefully to the activity on the set. You will learn a lot about making movies! Behave professionally and you will receive positive notice.
16. **DO NOT** approach cast or crew for photos or autographs. They also are here to work.

## **SOME ACTING GUIDELINES FOR EXTRAS**

Directors want background actors to appear natural in the setting. What appears natural on camera may be a little unnatural on set, but follow their directions carefully. If you have difficulty with this, another actor may take your place. If there is something you do not understand, ask before the action begins. If you have completed your directed action, stay in character until the director calls Cut.

## **USEFUL MOVIE TERMS TO KNOW**

As with any other technical or creative field, movie crews have their own vocabulary. Being familiar with these terms will help you understand what is happening on set.

**ACTION:** Called by the Director to begin the portion of the movie being recorded.

**ASSISTANT DIRECTOR (AD):** In charge of directing extras as well as many other details of the production.

**ATMOSPHERE/EXTRAS:** People in the background of a scene to make it appear as a normal location.

**BACK TO ONE:** Return to your starting position.

**BACKGROUND PLAYER (EXTRA):** Actors without speaking parts who populate the scene to make it appear as it would in life.

**BOOM:** Long pole with microphone on the end.

**CALL SHEET:** Daily sheet (usually via email today) listing all the elements for the day's shooting, including actors, props, wardrobe, location, arrival time, weather, etc.

**CALL TIME:** Exact time the crew and actors must be ready to perform.

**CAMERA LEFT/RIGHT:** Physical direction from the camera's position.

**CATERING:** Meals provided for key cast and crew during long shooting days.

**CRAFT SERVICES:** Snacks provided for key cast and crew during shooting.

**CUE:** Signals, either verbal or physical, to guide actions.

**CONTINUITY:** Insuring that every action you make matches the actions from previous takes.

**CROSS:** The action of moving from one side of the frame to the other.

**CUT:** Command from the Director to stop all acting on the set.

**CUT AND HOLD:** Command to stop all acting and to hold that position.

**DIRECTOR:** The coordinator of all the artistic and technical aspects of the production.

**DIRECTOR OF PHOTOGRAPHY (DP):** The cinematographer who designs the lighting and recording of the movie.

**GAFFER:** Person in charge of placing lighting equipment in the set.

**GRIP:** Person who moves equipment on the set.

**LOCATION:** Any place where shooting occurs that is not on a formal studio sound stage.

**MARK:** A predetermined place where you should move to or from when the action begins.

MOS: Scene recorded without sound.

OFF CAMERA: Dialog delivered out of the camera's field of view.

PRODUCTION ASSISTANT (PA): Person responsible for helping solve shoot challenges by bringing coffee, carrying things, making phone calls, prepping materials, cleaning up, etc.

PRINCIPALS: Actors with speaking roles.

PRINT: Called by the Director to indicate which takes are to be considered for the editing process.

PRODUCER: Person responsible for the financial decisions of the production.

REHEARSAL: Running the scene without recording, to practice movements, timing, and positions.

SCRIPT: The written form of the work.

SCRIPT SUPERVISOR (CONTINUITY): Person who insures that every shot/scene fits together accurately and that every aspect of the script is shot.

SET: An indoor location.

SILENT BIT: A piece of action without words that appears on camera.

SLATE: Whiteboard identifying the production information, the scene, the take and other information to aid in the editing process.

STAGE DIRECTIONS (UP/DOWN/CENTER/LEFT/RIGHT): Directions from the performer's perspective. UP is away from the camera. DOWN is toward the camera.

TAKE: One continuous recording of a piece of action.

WALLA WALLA: Background noises, often of random indistinguishable conversation.

WARDROBE: Clothing worn by an actor in a scene.

WRAP: Director's call at the end of a shooting day or at the end of principal photography.