



# bectu

Hair, Make-Up & Prosthetics  
Branch



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hair and make-up branch

So, it's your first day on set since leaving college and now you're in a whole new environment, thinking on your feet, trying to learn and grow in your new role. One of the biggest hurdles faced by new entrants is the amount of terms and phrases used in the workplace. On the following pages you will find a collection of phrases and words commonly used on set and a description of what they mean or refer to.

# ON SET TERMS

## Learn the language of film making

### A

#### **Action**

This is the principal actors' cue to start performing.

#### **Assistant Director (1st)**

Easily mistaken for the director since they are normally the person doing all the shouting and giving everyone their cues. They are the person in charge when you are on set. Listen very carefully to what they say.

#### **Assistant Director (2nd)**

Normally your first point of contact, but not always on the set as they are often at the Unit Base planning ahead. The 2nd AD is responsible for making sure all members of the cast and crew are in the right place at the right time. They liaise with the agency about background requirements and normally schedule the call sheet for the following day's filming.

#### **Assistant Director (3rd)**

On set, the 3rd AD is the person who will be looking after you. He/she liaises with the 1st and will be the person giving you instructions on where you should go.

#### **Assistant Director (Crowd)**

On bigger productions there may be a separate AD to look after the supporting artists.

### B

#### **Background Action**

This is the cue for supporting artists (extras) to begin performing.

#### **Backlot**

Americanism. An open air part of the studio where sets can be constructed.

#### **Bectu**

Bectu is a trade union who represents staff, contract and freelance workers in the media and entertainment industries.

#### **Best Boy**

The first assistant electrician, assisting the Gaffer.

**Bluescreen**

Sometimes called Greenscreen or Chroma-key. Filming takes place against a blue or green background. The background can then be replaced digitally in post-production.

**Body Cast / Life Cast**

A term given to the process of casting body parts of a performer. This is often done by a specialist team for the purpose of recreating body parts for prosthetics, dummies or custom costume mannequins.

**Boom**

The pole that the boom operator holds, attached to an overhead microphone.

**Broken Lunch**

A term used to describe a lunch break that has been interrupted or cut short by having to work through part or all of your allocated break. This usually incurs an additional penalty payment on top of your daily rate.

**Buy out**

On certain jobs you may be offered a Buy Out of Rights, instead of repeat fees.

# C

**Call Sheet**

The call sheet is a document issued every day which outlines the scenes to be recorded that day and any specific requirements for the day's filming. This is normally produced by the 2<sup>nd</sup> AD and emailed out after wrap each night.

**Call Time**

The time you must report to your given location. You must be on time. This is normally printed on the call sheet and will often be issued by your department head or supervisor via text, WhatsApp or email if you are doing dailies in a crowd room.

**Camera Right and Camera Left**

Describes the view from the camera's point of view. If you are told to move camera left and you are facing the camera you would move to your right, and vice versa.

**Casting Director**

Responsible for casting the actors.

**Check the Gate**

Checking a part of the camera to ensure no unwanted objects, such as hairs, have gone across the lens.

**Checks to Shoot**

(see Final Checks)

**Clapper Loader**

The person who loads the film into the camera.

**Clapperboard**

Also called the slate. Used to mark each take by number and help the editor synchronize sound and vision.

**Clear the eyelines**

This is an instruction given to crew prior to a take instructing them not to stand directly in the performers' field of view or make eye contact with the performers during the take, as it can be distracting and ruin their performance. If it's impossible to be out of the performers' eye line, because your job requires you to be aware of any active safety implications in the scene, then it's polite to avoid eye contact.

**Close Up**

Shot of a person; the camera would be only on their head.

**Closed set**

A closed set is an environment that has restricted access on an essential basis. This is often done where intimacy or nudity is required in order to maintain privacy and modesty of the performers.

**Confirmed Booking**

This is a firm commitment to work on this day. Do not take another job on that day.

**Continuity**

Continuity is the term used to describe the process of ensuring everything is the same for any sequences that are filmed over several set-ups or days. This affects several departments such as make-up, costume and art department. It is therefore essential that nothing changes to upset the continuity of the scene and each respective department will create a log or record of their continuity.

**Continuous Working Day / Night**

A filming day or night where you will not be given a meal break, but a running buffet is provided while filming continues.

**Costume Fitting**

Costume fitting is an appointment that is made for a performer or supporting artist to be fitted with the costume required for their filming days.

**Craft Services**

This varies. Depending on the size and budget of the production it can be anything from a small selection of biscuits, tea and instant coffee to a dedicated catering team making specialist coffees and snacks to order.

**Crane Shot**

The camera may pan up at a great height. A crane is used to lift the camera into the air.

## **Crowd Base**

On bigger crowd days this is where supporting artists (extras) will be asked to report at the start of each day. When filming on location it's common for unit base and crowd base to be slightly separated, if there isn't enough space readily available for all the trucks and marquees required for filming in the same area.

## **Cut**

This is the cue for camera to stop recording.

# D

## **Dining Bus**

Normally a bus or trailer that has been converted into a dining area. On small productions these are often used as a crowd holding area where supporting artists can stay warm and dry until they are required for their scenes.

## **D.O.P.**

Director of Photography (or Cinematographer). Works with the director supervising the camera and lighting department to set up the shot. They are responsible for determining the look of the film, in terms of style, rather than just the process of recording it.

## **Double**

A person used when the actor is not available. Usually filmed from long distance, from behind or for a part of the body such as hands and feet. Also, when the action is too dangerous for the actor to perform or they aren't trained in the required discipline like horse riding they will also have a stunt double or riding double.

# E

## **Equity**

Union that represents actors and supporting artists.

## **Establisher Shot**

A general view of any location or building.

## **Eye line**

The direction a performer is required to look during the take.

# F

## **Featured Artist**

Another name for an actor.

## **Final Checks**

Hair and make-up's last chance to have a look and tweak anything before the camera begins recording.

## **First Positions**

Sometimes referred to as Number Ones. These are positions given to actors and supporting artists to start the scene from.

## **Focus Puller**

The person in charge of controlling the focus of the camera.

## **From The Top**

To start the scene from the beginning.

# G

## **Gaffer**

Head electrician.

## **Gel**

Something that covers a light to create different effects.

## **Grace**

Grace is a term used to describe a 15 minute window of time at the end of the day that can be used to complete a slate without the crew entering into overtime. The grace period can only be used twice in one filming week.

## **Grips**

Crew members involved in building platforms, laying tracks or helping out blacking-out for night shoots.

# H

## **Hair & Make-up Fitting**

A hair and make-up fitting is an appointment arranged for an actor or supporting artist. During this appointment the make-up team will establish the products and resources required for the individual's look. This could consist of wigs, prosthetics and facial hair as well as any haircutting or colouring.

## **Hold the Red**

Another take is about to happen. This is a term more specific to filming inside a studio, as the entrances are often controlled by a light and bell system. When the studio door light is red you should not exit or enter the studio as camera and sound are rolling.

## **S.A. Holding Area**

Similar to Crowd Base, a place where supporting artists will wait before being called onto set.

## **Honey Wagon**

A term used to describe toilets on location. These are often trailer that have been converted in to toilet facilities.

# I

## **Insert**

Close-Up shot of importance. e.g. a hand picking up a gun.

# L

## **Location**

A set or filming area that is away from the main studio.

## **Long Shot**

Full length shot with some of the background.

# M

## **Master Shot**

Wide shot that covers the main action throughout.

## **Mid Shot**

Shot of the top half of the body.

# N

## **Night Shoot**

Filming through the night. No set hours but could start as early as 4pm and finish as late as 7am.

# P

## **Pan**

The camera moves from left to right, or right to left.

## **Pencilled Booking**

A provisional booking, yet to be confirmed. Sometimes you may be given a heavy pencil. This is more likely to happen but is still not confirmed.

## **Pick Up**

A small part of a scene which has been missed or needs to be reshot, that the crew will go back to complete later.

**Production Office**

The headquarters behind the set, usually headed by the Production Manager. The production office usually deals with mail coming in and out as well as all the production's administration needs.

**Prop**

Any object given to a performer, in addition to their costume, that is used as part of their performance. These items often belong to the props or art department and are distributed by them when the performers arrive on set and collected at the end of the day when filming is completed. A sword, rifle, walking cane, umbrella or parasol are all examples of a prop.

**Prosthetic**

An artificial body part, applied in the make-up department. If the production's prosthetics needs are specialized or vast then sometimes these requirements will be handled by a specialized team.

**Pulled Call Time**

This term is used to indicate a call time has been altered and is now earlier than originally planned.

**Pushed lunch**

Pushed lunch means that the time for serving lunch will now be later than planned. Lunch breaks should commence within 6 hours from the end of breakfast being served if lunch is pushed beyond the 6 hours a penalty payment is usually incurred.

**Pushed Call Time**

This term is used to indicate a call time has been altered and is now later than originally planned or scheduled.

# R

**Red Light and Bell**

A red light and bell will be sounded (usually in a studio) before filming is about to happen. Also, Save the Red, marked by two bells, means filming has stopped.

**Rehearsal**

This is when the actors and supporting artists rehearse a scene before filming.

**Reset**

Moving the camera back to its first position. This is normally called after camera cuts. If the camera is on a track or jib arm and moving through the scene, this is the cue for the grips and camera team to return to their start positions ready for another take.

**Reverse Shot**

A 180-degree angle from the last position of the camera.



**Rolling / Roll Camera**

See Turning Over / Turning.

**Runner or PA**

Can be instructed do anything at all to support the ADs and Production Office. From collecting people to and from the set to taking lunch orders or picking up faxes.

**Rushes**

A first look at what has been filmed on a given day.

# S

**Second Unit**

A completely separate crew, filming different scenes to the Main Unit, often Insert or Pick-Up shots.

**Set**

The location where filming is taking place. This could apply to outdoor locations or specific sets constructed in a studio for the production.

**Sides**

Sides are a small printed copy of the call sheet which usually consist of the first two pages of the call sheet and script pages for the day.

**Silver balls**

Silver balls is a term used to indicate the visual effects team need to take light references of the set to aid them in adding elements in post-production.

**Soundstage**

At the studios; an enclosed space where the set is constructed.

**Spark**

Another name for electrician.

**Special FX**

Special effects can be anything used in shot, such as fire, wind, rain or snow.

**Speed**

The term is used to indicate the camera crew are ready to record and proceed with the take. This term comes from the old days of shooting on film when the film loaded into cameras had to get up to speed for recording, however the term it is still used today even when filming digitally as it indicates the camera team are set and ready to go.

**Split Day**

A shifted day in hours. For example a mid-morning start and a late evening finish. Pay is still a standard day.

**Squib**

An explosive charge to create the effect of a bullet or small explosion.

**Stand By**

This is a warning that filming is about to commence.

**Stand In**

A person used in place of an actor to set up initial lighting and camera. Usually of a similar height age and skin tone to the actor.

**Steadicam**

A harness that allows the camera to be attached to a camera operator. This reduces or eliminates the motion caused by the operator moving or walking.

# T

**Take**

Filming of a particular sequence. This will be repeated until the director is happy.

**Tilt**

The camera moves either up or down.

**Tracking Shot or Dolly**

The camera moves smoothly forwards or backwards by running on tracks.

**Turning Over / Turning**

This means the camera is about to start recording. This is a queue for all crew to be silent and hold any work that could interrupt filming.

# U

**Unit Base**

This is where the production team will base itself on any given day when on location. This is normally a large collection of trailers that the departments all work from when on location.

# W

**Wild Track**

A recording of atmospheric sound.

**Wrap**

This indicates the end of the filming day.