

## Prepare the set or location for each day's shoot

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### Overview

This standard is about preparing sets or locations for each day's shoot.

This standard is also about confirming that all required props are available.

This standard may be suitable for the role of Standby props and Dressing props.

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## Performance criteria

*You must be able to:*

1. liaise with production personnel to arrange for the shooting set or location to be unlocked
2. arrange and check the prop working area, ensuring that all required props and equipment are available
3. use hand tools to prepare props as required
4. prepare sets for each day's shoot, ensuring that all props are placed following the script or continuity requirements including camouflaging if required
5. check that all required hand props are available
6. check that artists have been trained in how to use props
7. check electrical props and make sure they have passed as safe for use by the electrical department
8. at the end of each shooting day, liaise with production personnel to arrange for shooting set or location to be locked
9. check and confirm that valuable or fragile props are stored securely
10. comply with health and safety legislation, regulations, and protocols

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## Knowledge and understanding

*You need to know and understand:*

1. the requirements of the script breakdown and the production schedule
2. how and when to liaise with members of other departments
3. the required contents of a set box including cleaning equipment and tools
4. the characteristics and requirements of various tools, including power tools and saws
5. the props requirements for each shooting day
6. the equipment required for on set maintenance or repair of props
7. which props may need replacing for re-takes and continuity
8. the cost implications for the loss of, or damage to product placement items
9. whether props, equipment, or other items may need to be concealed on set or location, and how to camouflage them
10. how to ensure the security of the set or location, and that all props are safely stored on set
11. the health and safety legislation, regulations, and protocols

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<b>Developed by</b>	ScreenSkills
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<b>Validity</b>	Current
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<b>Status</b>	Original
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<b>Originating Organisation</b>	ScreenSkills
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<b>Original URN</b>	SKSPRP7
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<b>Relevant Occupations</b>	Arts, Media and Publishing, Crafts, Creative Arts and Design, Media and Communication, Media Associate Professionals, Performing Arts
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<b>Suite</b>	Props for Productions
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<b>Keywords</b>	props; dress sets; location; interpret plans; materials and costs; productions;
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