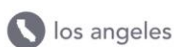




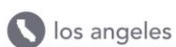
## Definition of Terms

- **AD (Assistant Director):** The staff who will direct you on set. AD's are the right hand of the director at a shoot.
- **Avail:** A casting director asking a background actor if he/she is available to work. It is not a legal or contractual status.
- **Back to One:** Announced on set meaning for the cast and crew to return to their 1<sup>st</sup> position of action in a scene.
- **Background Actor:** (Extras, atmosphere, background artist, non-principal performers) that set the scene by movement in the background. They make the scene come to life. "Background" is also used as a cue for the background actors to begin movement.
- **Background Coordinator:** Usually hired to aid AD's on unusually large extra's calls. They aid in signing Background Actors in and out and help with background related issues.
- **Booking:** A background actor been hired, "booked" for a job.
- **Basecamp:** The area set up and designated by production as the main communication hub and check in area (usually on location shoots).
- **Bump:** Money paid to a performer, over and above their base wage for being directed in doing or bringing "something extra" in the scene.
- **Call Time:** The time to be on the set, checked in, and ready for work. (This information will be given to you prior to work by the Casting Director).
- **Call Time Change Box:** A four-digit number given to background actors by the casting director when they are hired. To access the call time change box, call (818)562-2966 then enter the box number followed by the # key. This box will have any updates listed on it. Background actors should call the call time change box in the evening, before going to bed, when they wake up, and before heading out to set.
- **Casting Director:** The person assigned to booking background actors for a show
- **Cattle Call:** A booking that involves many people such as an airport scene, or a night club scene.
- **Changes:** A "complete" on camera wardrobe or costume to be worn.
- **Change of Address/Information:** A change of address must be submitted in writing. You may inform us of a phone number change by phone. Any other changes you must fill out a change of information form during reregistration/updates, or you may submit by mail to: o Central Casting / Registration Dept. 220 S. Flower St. Burbank, CA 91502
- **Cheat:** To make an action on stage or camera look realistic without actually doing what you seem to be doing. To cheat a shot is to replicate a set or background without actually having it all there.
- **Check:** Lighting term to lower the brightness of a lamp to zero.
- **Cinematographer:** Also known as the DP (Director of Photography) usually the person behind the camera. They are responsible for the lighting and operation of the cameras.
- **Clapboard:** A mini chalkboard that has the name of the production, director & scene. It is used to start a scene on camera and at times end a scene (end sticks – held upside-down). It cues the editors to know when/where the sound should start.



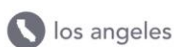


- **Composition:** The placement of people or objects within the camera frame and the arrangements for actual movements within the frame during filming.
- **Continuity:** Usually referring to “matching” everything done in a previous scene to look EXACTLY as it was executed the first time.
- **Craft Services:** On set catering, usually snacks, not meals. Also known as, “Crafty.”
- **Crane Shot:** A shot taken from a boom that can move both horizontally and vertically, usually over or above the set or action.
- **Cross:** In blocking the term is to mean movement from point A to point B.
- **Cue:** Sometimes verbal, by a light or hand signal for movement.
- **Cut & Hold:** What the director calls out to have all principal action/background stop and freeze in place.
- **Cutter:** A film editor.
- **Cyc:** A very large piece of white fabric with tension rods, which covers the entire back wall of a stage. It is sometimes painted with sky or background.
- **DP:** Director of Photography.
- **Dailies:** Screening of footage before it is edited. They are sometimes referred to as “RUSHES.” Usually on episodic TV and feature films.
- **Day Player:** A cast/crew member hired to perform for a specific day rather than a long term.
- **DGA:** Directors Guild of America.
- **Dimmer:** An electrical apparatus used to control the intensity of the lighting instrument to which it is circuited to. Found on the lighting board.
- **Director:** The person responsible for coordinating and overseeing all the artistic and technical aspects of a production.
- **Dolly Shot:** A moving shot. “Dolly-In” moves the camera toward the subject. “Dolly-Out” moves the camera away from the subject. A dolly shot creates a sense of movement through space by capturing changes in perspective.
- **Downstage:** Toward the audience.
- **Dressing a Set:** The decoration of the set with items that are principally for aesthetic purposes such as curtains, furniture, and any props.
- **DSL: Down stage left:** toward the front of the stage on the left when looking towards the audience.
- **DSR: Down stage right:** toward the front of the stage on the right when looking towards the audience.
- **EOR: Employer of Record:** The company responsible for the employment, taxes, and unemployment benefits.
- **Established:** Having been filmed in a certain position in a previous scene.
- **Executive Producer:** Person responsible for funding the production.
- **EXT.:** Exterior, a scene shot outside
- **Extra:** Extras, atmosphere, background artist, non-principal performers) that set the scene by movement in the background. They make the scene come to life. “Background” is also used as a cue for the background actors to begin movement.
- **Field Rep:** AFTRA or SAG staff member who ensures contractual compliance on sets.
- **Fill Light:** Light used to control shadows by “filling in” certain dark areas.
- **First Team:** Principal actors.



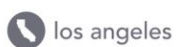


- **Fish Eye:** An extreme wide-angle lens taking in (and distorting) an immense area.
- **Five out of Seven:** A rearrangement of the usual Monday thru Friday work week.
- **Fixed Cycle:** For commercials, an established 13-week period for which the advertiser pays a holding fee to retain the right to use the performer's services, likeness, and image in a previously produced advertisement.
- **Forced Call:** A call to work less than 12 hours after wrap time on the previous day. This does not apply under all contracts of SAG-AFTRA.
- **Gaffer:** A crewmember that places lighting and/or electrical equipment on a set.
- **Gate:** The focal plane of a profile spot into which "gobos" and "iris diaphragms" can be placed.
- **Gobo:** A piece of metal or glass, which fits into the "gate" of a profile shot and projects a pattern onto a set.
- **Gofer:** An errand runner: a PA.
- **Green Room:** A backstage room used by actors, crew, VIPs, agents as a waiting and meeting area.
- **Grip:** Crewmember who moves scenery like furniture pieces or props.
- **Hand model:** A performer whose hands are used in film, TV, and/or commercial productions. The hands usually need to "act" or "emote" what on-camera talent would normally do.
- **Hiatus:** Time during which TV series are off on a break from filming.
- **Honey Wagon:** A truck or towed vehicle containing one or more dressing rooms and/or production offices and restrooms. Note: It is against CALIFORNIA health laws to use restrooms as changing areas.
- **Hot Set:** A set that has been filmed or has been prepared for use and under no circumstance should be disturbed.
- **Hot Spot:** The area of the greatest illumination projected by a lighting instrument.
- **IATSE:** International Alliance of Theatrical Stage Employees.
- **Inserts:** Shorts, usually a close up of hands or close business, inserted into a previously shot footage. Usually done by a photo double.
- **INT.:** A scene shot indoors.
- **Iris:** A technique used to show an image in only one small round area of the screen. An Iris Out as a pinpoint and then moves outward to reveal the full scene, while an Iris In moves inward from all sides to leave only a small image on the screen. It's a way to focus attention on a specific part of a scene without reducing the scene size.
- **Jump Cut:** An instantaneous cut from one action to another. Jump cuts usually call attention to themselves because of the abrupt change in time/or sequence.
- **Key Light:** The primary source of illumination for a scene.
- **Looping:** An in studio technique matching, synchronizing voice to picture.
- **Martini Shot:** The last shot of the day's work.
- **MOW:** Movie of the Week.
- **Mark:** A predetermined place a performer should be or proceed to when action is called. In sitcoms/multi-camera work, it is usually marked by colored tapes on the set floor with scene letter and number of that particular move in that scene. In film and TV a "T" shape may be used.
- **MOS:** Any segment of film taken without sounds. The letters "MOS" where taken from German filmmakers who wanted pictures taken "without sound" or "motion only shot".
- **Off Book:** The term used to describe when the actors put down their scripts with the belief that they now know their lines.





- **Off Camera:** OC or OS Dialogue delivered without being on screen.
- **On a Bell:** A request by the director to the soundman to turn on a bell to alert everyone that filming is about to or is in process. Silence is required from everyone unless directed to speak. Usually there is a red light flashing on stage and outside the stage door to let everyone know filming is taking place. Stage doors should not be opened at this time.
- **Open Call:** An interview situation open to anyone qualifying with the physical attributes of the part(s) being cast.
- **Out-Take:** A take that is not included in the final version of a film or television production.
- **PA:** Production Assistant, an entry-level production position.
- **Pan:** A shot in which a stationary camera turns horizontally, revealing new areas.
- **Pantomime:** To “mime” in a scene without speaking. Mouthing words like in a regular conversation when dialogue is being spoken and recorded by the principal actors.
- **Photo Double:** To be photographed as the principal actor in a scene when the actor’s face or look is not necessary.
- **Pick Up Shot:** An added take because of some type of problem with a scene or camera shot.
- **Pilot:** The first episode made of a production introducing the characters and the series for a potential television series.
- **Print:** When the director has filmed a scene and wants to look at it later for possible inclusion in the finished production. This is also a good indication the director is usually ready to move on to the next set up.
- **Process Shot:** A shot coordinated with another image created by “Rear Projection,” making the resulting picture look like a single simultaneous shot. A typical process shot shows the faces of two people riding in a car; behind them (as seen through the rear window) moves the usual traffic of a city street. The traffic has been added by rear projection, creating a process shot.
- **Property Master or Mistress:** Responsible for the obtaining and/or construction of the props.
- **Read Through:** Usually the first rehearsal at which the company reads through the script.
- **Recall:** A background performer may be recalled to a set to continue filming on another day after the initial day’s work.
- **Rerun:** Rebroadcast of a television program; in commercials often called “reuse”.
- **Residual:** The fee paid to a performer for rebroadcast of a commercial, film or television program.
- **Rewrite:** Changes in script, often distributed in an order of colored pages to know how recent or how many times the rewrite has happened.
- **Rolling:** Camera and sound are in motion and the action is ready to be filmed.
- **Running Order:** The order in which the show’s scenes are going to be rehearsed/filmed.
- **Run Through:** To rehearse the show by performing from beginning to end without stopping.
- **Rushes:** Dailies, the lengths of footage taken during the course of filming and processed as the shooting of the film proceeds.
- **SAG-AFTRA:** Screen Actors Guild – American Federation of Television and Radio Arts. A union for actors.
- **Script Supervisor:** Crewmember assigned to record all changes or actions as a production proceeds.
- **Second Team/Stand In:** Actors who substitute for the principal actors when they are not needed, for rehearsal camera blocking or lighting.
- **Set Dressing:** Items on a set which are not actually used by anyone but which make it look more authentic.





- **Sitcom:** Situation Comedy.
- **Slate:** A small chalkboard and clapper device, used to mark and identify shots on film from the beginning and ending of each scene for editing reasons. Also can be a verbal identification of a performer in front of the camera for audition reasons, i.e. “slate” your name and agency.
- **Stage Left:** When facing the audience, the area to the actor’s left.
- **Stage Right:** When facing the audience, the area to the actor’s right.
- **Sticks:** Slang for Slate or Clapboard.
- **Stock Shot:** Previously filmed footage (not necessarily footage filmed by that particular show) to establish a place/time of year. Usually have no principal actors involved.
- **Storyboard:** A series of sketches (like those of a comic strip) depicting the sequential dialogue and action of the production.
- **Stunt Coordinator:** The person in charge of designing and supervising the performance of stunts and hazardous activities.
- **Stunt Double:** A specially trained performer who actually performs stunts in place of a principal actor.
- **Syndication:** Selling television programs to individual stations rather than to networks.
- **Taft-Hartley Act:** A Federal statute which allows 30 days from the first employment before being required to join that particular union or guild.
- **Tag:** An introduction or ending to a commercial or television show to identify the sponsor or to wrap up a shows final message.
- **UPM:** Unit Production Manager, in many cases they are also producers. They are responsible for how money is spent and overall management of the production. They will also make executive decisions on the set.
- **Upstage:** The area located at the back of the stage/set; to move away from the audience. Also can be used to describe an actor who deliberately draws the attention of the audience to himself away from the main focus of the scene.
- **USL:** Upstage left.
- **USR:** Upstage right.
- **Voice Over:** Any spoken language not originating from the images on the screen. Usually off camera dialogue.
- **Walla Walla:** Background noises for scenes depicting large crowds, restaurants, stadiums, etc... also known as “RHUBARB”.
- **Wardrobe Master/Mistress:** Responsible for the making, mending, and washing of costumes. This title is under the Wardrobe Designer who develops the “look” of the show with producers and directors.
- **WGA:** Writers Guild of America.
- **Wild Spot:** A commercial which is contracted to air on a station-by-station basis, rather than by a network.
- **Wrap:** What the director calls out when the days filming complete. Finishing principal photography on a production.
- **Zed Card:** A composite of a performer’s “looks” or print work on one page. Usually 5”x7” used for print work or modeling.