

CUFPOP04A Compile a daily production schedule/ running sheet

This unit describes the skills and knowledge required to produce a daily production schedule/running sheet for any production within the cultural industries.

Element	Performance criteria
1 Obtain daily production information	1.1 Read and interpret all necessary documentation including the production schedule and script
	1.2 Ensure timings within the production schedule and script add up to scheduled daily production duration
2 Prepare a call/running sheet	2.1 Prepare a call sheet to inform crew, cast and other service personnel of their daily schedule
	2.2 Check and document transport pick up and drop off times for cast, crew and other production resources
	2.3 Specify call time, set up times in terms of the requirements of the hot camera time/production requirements
	2.4 Check and document the times, scheduled for use of a facility
	2.5 Include correct wrap and/or departure times for cast, crew and other production resources
	2.6 Identify full location details of all facilities to be used
	2.7 Identify contact details for all relevant personnel
3 Distribute the call/running sheet	3.1 Ensure the call sheet is accurate, comprehensive and presented clearly
	3.2 Attach other relevant documentation to the call sheet and distribute promptly to all relevant personnel
	3.3 Communicate any changes to the call sheet promptly to all relevant personnel

Range of variables

Variable	Scope
Daily production schedule/running sheet may include the following information:	<ul style="list-style-type: none"> • job • client • shooting dates • call time • wet weather contingencies • crew name and contact phone numbers • cast name and contact phone numbers • time booked for the use of a facility • equipment • locations • wrap times
Shooting information may include:	<ul style="list-style-type: none"> • shot numbers • shot descriptions • camera numbers • floor manager cues • lighting cues • video tape track information • graphics or digital effects information
Preparation for production may include becoming familiar with:	<ul style="list-style-type: none"> • subject matter or script content • scheduled dates and locations • cast and crew names
Call time may depend on production requirements which may include:	<ul style="list-style-type: none"> • hot camera time • rehearsal time • re-shoot • make-up • wardrobe
Set up times may depend on production requirements which may include:	<ul style="list-style-type: none"> • sets • props • lighting • cameras
Daily transport schedule may include:	<ul style="list-style-type: none"> • flights • buses • trains • walking • biking • pick up • independent travel
Departures may include:	<ul style="list-style-type: none"> • from set • release for the day

- Relevant personnel may include:
- director
 - producer
 - production staff
 - technical director
 - technical producer
 - lighting personnel
 - sound personnel
 - camera personnel
 - design, art department personnel
 - other technical staff
 - site safety officer
 - special effects supervisor
 - stunts supervisor
 - performers
 - cast
 - talent
 - presenters
 - contestants
 - extras
 - general public
- Productions may include:
- feature films
 - documentaries
 - short films
 - animated productions
 - commercials
 - filmed events or performances
 - music video
 - live or pre-recorded television productions of any type:
 - music, drama, comedy, variety, sport, news, current affairs, game shows
 - forums or special events
 - live or stage performances
 - theatre
 - a range of multimedia productions
- Other relevant documentation
- marked up script
 - resource schedule

Evidence guide

Underpinning skills and knowledge

Assessment must include evidence of essential knowledge of, and skills in, the following areas:

- ability to interpret a production schedule
- broad knowledge of technical areas, eg sound, lighting, cameras
- managing work effectively to achieve goals and results
- ability to prepare relevant documentation and production information
- knowledge of and ability to apply effective communication techniques
- broad understanding of the artistic and technical elements of a production

Linkages to other units

This unit has linkages to the following unit and combined training delivery and/or assessment is recommended:

- CUSRAD01A Collect and organise information

Critical aspects of evidence

This unit of competence applies to a range of industry sectors. The focus of assessment will depend on the industry sector. Assessment must be customised to meet the needs of the particular sector in which performance is being assessed. Assessment should only address those variable circumstances, listed in the range of variables statements, which apply to the chosen context.

The following evidence is critical to the judgement of competence in this unit:

- compiling a range of tasks into a daily schedule
- managing work calmly and patiently
- using scheduling tools and techniques to organise and prioritise work
- effective verbal and written communication

Method and context of assessment

Assessment may take place on the job, off the job or a mix of both of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- practical demonstration (direct observation may need to occur on more than one occasion to establish consistency of performance)
- role play
- case studies
- work samples or simulated workplace activities
- oral questioning/interview
- projects/reports/logbooks
- third party reports and authenticated prior achievements
- portfolios of evidence

Resource requirements

There are no significant resource implications for the assessment of this unit.

The workplace based assessment should use the range of equipment currently used in that workplace environment.

Key competencies

Level

Collecting, organising and analysing information	2
Communicating ideas and information	2
Planning and organising activities	2
Working with others and in teams	2
Solving problems	2
Using mathematical ideas and techniques	2
Using technology	1