

## Guidelines for performers and interviewees

### In advance:

- If you have any scripted lines to say, please try to learn them fully and practice them with someone else until they sound natural. If you wish to use a teleprompter please let us know at least 24 hours in advance and supply us with the script in a text file. Using an autocue is not easy and needs some practice before it sounds natural. Be prepared for a little extra time on set.
- Don't wear stripy, checked or fussy patterned clothes or ties. Likewise, try and avoid bright blue or green clothing. Squeaky shoes, jangling jewellery or rustling blouses can also be annoying to the viewer.
- If you are involved in filming over more than one day, please try and wear the same clothes each day (feel free to change your underwear). Try to avoid having wild hair-dos, facial tattoos or nose piercings between shooting days.

### On the set:

- When on set, please completely switch off all mobile phones - even when in silent mode they can introduce interference in the video/audio signal.
- Be prepared to have to wait around while shots are set up. Don't disappear!
- Please don't touch any of the equipment - especially the lights (some lights can get very hot) - and be aware of cables, tripods and microphone booms.
- Don't look directly into the lights - you'll be squinting for hours.
- When the director shouts "action" wait for a count of three (in your head, please) before you start talking or doing whatever you're doing in the shot.
- Relax and try to be natural when you move or speak. Think about what you're going to say before you say it. Pauses can easily be removed afterwards.
- Look wherever the director asks you to look and keep looking at the same point for each take. It may be at the camera, a person or an object in the distance. Forget the camera and crew are there.
- If the director requires further shots of the same piece of action (maybe from a different angle or because something went wrong) please try and do things the same as you did before. It's especially important that you are in the same place for each take and, if you move, that you move to the same spot every time. Likewise, with anything you say, try and keep the words as similar as possible each time.
- If you stumble over any words or do something you think is wrong, don't stop - keep going - never stop what you're doing until the director shouts "cut". Some or all of the footage could still be useable, (even if only in the out-takes compilation!)
- When you finish speaking or performing an action please stay where you are and keep looking at the spot the director has asked you to look at until he shouts "cut" and you are given the all clear to move off the set.
- Enjoy yourself! Hollywood next . . .