

HOW TO BE A STAND-IN

Here are some quick tips that will make you a pro at standing in:

What is a Stand-In?

A stand-in is a person who substitutes for the actor before filming for technical purposes. Stand-ins help in the lighting process; during this time the actors will often be somewhere else, and the **DP** needs to see someone in their place in order to light and focus scenes. The **AD** will ask you to walk through ("blocking") the scenes and sometimes to deliver the scene dialogue. In this way, a good stand-in can help speed up the day's production and is a necessary and valuable crew member on a set.

CHECKING IN:

1. Fill out your **voucher** as completely as possible
2. Report to Wardrobe for **color cover**
 - Please pack a bag with tops spanning the rainbow and keep it with you every day: black, grey, navy, white, red, pink, purple, orange, yellow, blue, tan and brown. That way you are ready for anything, especially last minute costume or schedule changes.
 - Please wear comfortable closed toed shoes.
 - If you are given any clothing from wardrobe, they may take your **voucher** and return it to you at the end of the night in exchange for the clothes you've borrowed
3. After being approved by wardrobe report back to **holding** and await further instructions
 - It is crucial that we are able to find you quickly. If you need to leave the **holding** area for any reason (bathroom, etc) please tell an **AD** or **PA** where you are going. Take care of your business quickly and return to **holding**

ON THE SET:

1. Check in with an **AD** or a **PA**.
 - Find out which actor(s) you are standing in for
 - Let the **AD** team know where you will be hanging out. It is okay to bring a chair to set as long as you sit out of the way of work, but close enough to see and hear an **AD** or **PA** when they call for you
 - Don't leave set unless told to do so and please ask if you need to leave for any reason.
2. Get a nametag and **sides** from a **PA**.
3. Watch all rehearsals (except private rehearsals)
 - The "marking" rehearsal is the most vital one to watch. Memorize your actor's movements as this is the final rehearsal before lighting.
4. "2nd Team": You are referred to as "2nd Team." When you hear "2nd Team" report immediately to your **marks**.
 - "1st Team" refers to the actors
5. "New Deal" means we have completed a shot and will be starting a new set-up. Whenever you hear "new deal" report immediately to the set and be prepared to stand-in or watch a new rehearsal

CHECKING OUT

1. Return any borrowed clothes to wardrobe and retrieve your **voucher** (if applicable)
2. Go to the designated check out area to sign out
3. Make sure your **voucher** is filled out completely. Listen carefully as the **AD** or **PA** tells you the proper out times. If you miss any information try asking your neighbor first, as we hate to repeat ourselves!

PRODUCTION VOCABULARY DEFINITIONS

AD: Assistant Director. These folks are the “managers” of the crew and they will tell you what to do on set. There is the 1st AD, 2nd AD, and 2nd 2nd AD. They each have specific job duties, but they all work with the background (stand-ins included).

Color Cover: Clothes that match the color of the actor’s wardrobe for lighting purposes.

DP: Director of Photography. They are chief over the camera and lighting crews. They (or the camera operator) will have you go through the motions of a scene, and their assistants will work out the focus of the camera, lining up with a tape measure from the camera to your face.

Holding: Where the background and stand-ins hang out until they are needed on set.

Marks: Tape on the ground that marks where an actor stands, with a specific color for each actor.

PA: Production Assistant. These guys do a wide variety of tasks to support the AD staff and will also be giving you instructions/answering your questions.

Sides: A packet of script pages for the specific scenes that we are shooting that day.

Voucher: Your voucher is basically your timecard for the day. If you don’t turn in your voucher you will not get paid. It needs to be properly filled out so that you are paid the appropriate amount in a timely manner. This production is using the RABS App for your Digital Extras Voucher. The app keeps your data secure and makes sure you get paid. RABS will text you at call, at meals, and at wrap. Before you get to set, please complete your “Payroll Wizard”, aka Digital Voucher once you receive the notification to do so.

Thank you so much for working with us today. By following these guidelines you have made life easier for everyone and we genuinely appreciate it!