SETIQUETTE
An Unofficial Guide to Working Effectively on the Set

A WORD ABOUT PROFESSIONAL CONDUCT
The following are well-established production industry “best practices” and are presented as guidelines in order to aid students who are working as crewmembers on FVS student film assignments/productions. These “best practices”—if taken to heart—should allow students to function more efficiently, effectively, productively and safely while performing their assigned duties during the collaborative process of film & video production.

PRACTICES TO BE ENCOURAGED
• Know & properly practice one's craft responsibilities;
• Know to whom one is directly responsible and adhere to that relationship;
• Thoroughly know, understand and perform one's duties in a professional manner;
• Keep current on the latest equipment, accessories, expendables and production techniques;
• Assist one's immediate superior to the greatest extent possible at all times;
• Help one's crew associates in their duties in any way possible, when called upon;
• Always present oneself in a professional and considerate manner to crew, cast and staff;
• Be at one's assigned post, prepared to perform duties, at all times unless specifically excused;
• Dress in attire appropriate to the type and location of the production;
• Maintain a subdued talk/noise/behavior level on the set or shooting site—be aware and conform to the appropriate tone of the set and take extraneous conversations elsewhere;
• Have equipment under your charge checked, assembled, adjusted and ready to roll at the earliest possible time for each set-up;
• Immediately advise one's superior of any perceived technical omission or commission which may have occurred during production and which could have an adverse effect on the image-capture process;
• Immediately report any potential safety problem to one's category crew chief;
• Back one's subordinate(s) to the full extent during the production process;
• Help subordinate(s) achieve greater understanding and competence in their work;
• Give credit where, when and to whom credit is due for superior job performance or other invaluable job contribution(s);
• Recognize professional competence and showing mutual respect for other professionals on the production;
• Read and familiarize yourself with the script, storyboards &/or production schedule.
PRACTICES TO BE AVOIDED

• Being habitually late in reporting for work;
• Appearing at work in an unkempt condition;
• Doing only enough to get by;
• Engaging in any activity while at work which might cause disruption of the production process;
• Utilizing company materiel for personal use, without permission;
• Leaving one's assigned post, the set, or location site without specific permission from one's immediate superior;
• "Passing the buck" (allowing—or forcing—a subordinate to take the blame for a miscue which, in fact, was one's own or a shared error);
• Going over or around one's superior(s) in matters relating to the responsibilities and duties of that, or those, superior(s);
• Being openly argumentative with, or hostile toward, one's superior(s), subordinate(s) or co-worker(s);
• Using one's position to verbally abuse, or to make unreasonable (beyond normal specified duties) demands upon, one's subordinate(s);
• Ingesting any substance which might impair the performance of one's responsibilities and duties or put one's co-workers and self at risk of physical injury or job termination;
• Wearing heavy perfume or aftershave.