

SLATE INFORMATION & PROCEDURES

Slates must be filled out completely and accurately updated from shot to shot. A little extra time between each shot will save lots of time in post!

SCENE — refers to the scene in the script being covered. It should be a number followed by a letter that designates the specific shot as written on the lined script.

TAKE — refers to the number of tries (sequentially) that that scene is attempted. Begins at 1 again when a new scene is set up (also recorded on camera report and sound report)



ROLL —refers to the camera roll. Number sequentially and change whenever a new core or spool is loaded into the camera (also recorded on camera report and sound report)

SOUND (or marked MOS) — refers to the sound take. Sound takes are generally logged sequentially (1,2,3,4...) (also recorded on camera report and sound report)

The A.C. and Camera Operator must make sure that the slate is legibly framed, in focus & visibly lit. It's often quicker to use strips of white gaffer's tape with numbers already drawn on with a sharpie to update scene, take and sound numbers.

When slating, keep the slate steady. Start with the slate open and sharply close the clapstick, only ONCE. Don't let it bounce up and down & don't get your finger caught! For MOS, do not open clapstick.

THE DIRECTOR'S CALL FOR EVERY SHOT

After you set up the shot and everyone is ready to go.

- 1)ASST. : Slate should already be updated, in front of the camera and open, ready to go!
- 2)DIRECTOR: "Quiet on the set. Is anyone not ready?" (if no one speaks...)
- 3)DIRECTOR: "OK, Roll sound"
- 4)SOUND OP. Starts recorder & after reaching sync speed calls: "Speed"
- 5)ASST.: Reads slate loudly and clearly ("Scene 24 Charlie Take 2!").
- 6)DIRECTOR: "Roll camera"
- 7)CAMERA OP.: Starts camera and calls, "Rolling"
- 8)ASST.: Claps slate, moves out of the way quickly, and after settling down, yells out "Set!" (if shooting MOS, simply moves out of the way quickly)..
- 9)DIRECTOR: (after a pause) "Action!"
- 10)THE SCENE PLAYS: Director, waits a beat after scene has ended.
(Make sure you always give yourself handles at the head and tail of each scene)
- 11)DIRECTOR: "Cut!" (no one moves or stops their jobs until the Director calls "cut")
- 12)At the end of every take, the director asks the camera operator "How was that for camera?", then asks the sound recordist "How was that for sound?" and gets a verbal report from them.

(For MOS shooting, you must also slate but will omit steps 3,4,5)