

## Digital Cinema Glossaries

Have you ever wondered what some theatre terms mean? We thought we'd help you and your students understand Cinema terminology and clear up some of the confusion. Use it for either reference or just to learn the definitions. Enjoy!- David Estornell

**10-T Driver:** A driver licensed to drive a 10 ton truck.

**1st AD:** The 1st Assistant Director sets the shooting schedule, tracks daily progress against the filming production schedule, arranges logistics, prepares daily call sheets, checks the arrival of cast and crew, maintains order on the set, rehearsing cast, and directs extras.

**1st Assistant Editor:** Editing room crewmember responsible for providing any and all required logistical assistance to the editor(s). Duties vary, depending on whether the assistant is working with a picture or sound editor and whether the show is being edited on film or on a non-linear editing system. On a film-edited show, assistant picture editors during production will liaise with the film lab and sound transfer facility regarding the processing of dailies; leader, sync and edgecode the dailies rolls; coordinate and take notes during dailies screenings, organize and maintain camera reports, sound reports, script notes, and lined script pages from the set, as well as lab reports and sound transfer reports, log all dailies footage; and reorganize footage for editing, if necessary. During post-production, they will reconstitute trims, locate and pull trims requested by the editor, check sync, clean, measure, re-splice, and add change-over marks to cut reels, coordinate screenings of cut work, take notes during screenings. Once the sound department begins work, the assistants produce change sheets detailing each day's changes to the workprint and production track and send them, along with any necessary duplicate trims, to the sound department. Assistants may be permitted by the editor to do some creative work, such as commenting on the editor's work, cutting temporary ("temp") sound effects and music into the track, and sometimes even editing scenes. After picture lock, the assistant oversees the creation of optical effects such as fade, dissolves, etc. and cuts them into the workprint, continues to work with the sound department as necessary, and in some cases oversees the final stages of post-production, all the way through sound mix, negative conforming, and the production of final prints. The assistant editor chain of command consists of the First Assistant Editor(s), who has the most responsibility for the performance of the assistant team, the Second Assistant Editor(s), and the Apprentice Editor(s).

**1st Asst Camera:** A member of the camera crew who assists the camera operator. This person is responsible for the maintenance and care of the camera. In smaller camera crews, they may also perform the duties of clapper-loader and/or a focus puller.

**2nd AD:** The Second Assistant Director is responsible for information distribution and reporting, cast notification and preparations during the shooting process, recording of all data relative to the working hours of the crew and cast, management of the background cast (atmosphere or "extras"), preparation of call sheets, production reports, and other documentation. When needed, the Key Second Second Assistant Director can assume the duties of the First Assistant Director on a temporary basis.

**2nd 2nd Assistant Director:** An assistant to the second assistant director; responsible for (among other things) directing the movements of extras.

**Assistant Director (AD):** The duties of an AD include setting the shooting schedule, tracking daily progress against the filming production schedule, arranging logistics, preparing daily call sheets, checking the arrival of cast and crew, maintaining order on the set, rehearsing cast, and directing extras.

**2nd Assistant Editor** (See 1st Assistant Editor)

**2nd Asst Camera:** An assistant to the assistant cameraman.

**5-T / Maxivan Driver:** A driver licensed to drive a 5 ton truck or Maxivan.

**Accounting Software:** Computer software used to track daily and weekly production expenses and cashflow.

**Action Genre:** A genre of films where the story shows physical action and fighting. These films usually have more special and visual effects than thrillers.

**Add'l 2nd Assistant Director:** Any additional assistants to the second assistant director; responsible for (among other things) directing the movements of extras.

**Air Condition/Heat Rentals:** Air conditioners and/or heaters used to cool or heat the film set.

**Airfare:** The price of a plane ticket.

**Answer Print:** The first graded print of a film that combines sound and picture, which is created for the client to view and approve before printing the rest of the copies of the film.

**Apprentice Editor:** An apprentice editor helps the assistants while learning the skills of assisting the editor.

**Art Director:** The person who oversees the artists and craftspeople who build the sets.

**Assistant Accountant:** The person responsible for assisting in daily preparation, reconciliation, posting, and writing accounts payable; they also secure W-9 for payees as needed, prepare trade credit applications as directed by Accountant, serve as custodian of petty cash funds, daily preparation, reconciliation and posting of deposits/batches. They help create daily, weekly and monthly billings and statements. They also monitor Accounts Receivable, mail follow-up notices, determine when late charge should be posted and regularly inform studio of potentially collectible balances, and lastly perform bank reconciliations on an as needed basis.

**Assistant Art Director:** An assistant to the art director.

**Assistant Cook:** Someone who assists the cook in cooking and setting up for meals.

**Assistant Location Manager:** Since the Location Manager is often not based on set, the Assistant Location Manager represents the department and manages the department's interests on set where the Location Manager's permission is not required or where elements of the Location Managers job has been delegated to the Assistant Location Manager to oversee.

**Assistant Production Coordinator:** An assistant to the production coordinator.

**Assistant Props:** Someone who assists the Property Master in building or buying/renting props for the set.

**Assistant to Director:** The personal assistant to the director.

**A-T-L Cars:** Cars used by Above –The-Line personnel.

**A-T-L Fringes:** SAG and DGA fringe rates for Above-The-Line personnel.

**Atmosphere Cars:** Cars which appear on the screen but are not used by principal actors.

**Avid System:** Manufacturer of a popular non-linear editing system. Often used to refer to the system itself, as "AVID editor". Competitors include Lightworks and Apple's FinalCut Pro.

**Backings:** The art placed behind windows on set.

**Bank Charges & Fees:** Charges and fees paid to the bank for accounts, transfer, checks, etc.

**Below-The-Line Expenses:** All physical production costs not included in the above-the-line expenses, including material costs, music rights, publicity, trailer, etc.

**Below-The-Line Entertainment/Meals:** Food and entertainment for Below-The-Line personnel.

**Best Boy:** The chief assistant, usually of the gaffer or key grip. He is in charge of the people and equipment, scheduling the required quantities for each day's work. The term originates from promoting the crew's 'best boy' to supervising, allowing the gaffer and key grip to stay on set and carry out the cameraman's lighting needs.

**Best Boy Grip:** The chief assistant to the gaffer on a movie or television set.

**Blueprints:** Drawings and print-outs created by the Production Designer to show out the layout of the sets.

**Board & Budget Prep:** Any preparation in creating the budget and schedule of the film.

**Boom Operator:** A member of the sound crew who operates the boom microphone.

**Box Rentals:** Tools and equipment brought by crew members which is paid for by the production.

**Burnouts/Globals/Carbons:** Material used by electricians on the set.

**Cableman:** The person in charge of laying and connecting cable wire on the set.

**Camera:** A device for recording images.

**Camera 5-Ton:** A 5 ton truck used to transport the camera and camera equipment.

**Camera Accessories:** Lenses, flashes, remote devices, batteries, and any other object that does not come as part of the camera package which is used in filming.

**Camera Car / Crane Driver:** Vehicles which transport the camera or crane during production.

**Camera Monitor:** An external monitor on which people can see what the camera is filming.

**Camera Operator:** The person who operates the camera to the specifications dictated by the director of photography. The director of photography sometimes assumes this role.

**Camera Package:** The camera and accessories which are rented or sold together.

**Camera Rentals:** All equipment and devices rented or bought for the camera department. For Camera Rentals in Chicago & Detroit, contact [Fletcher Camera & Lenses](#).

**Captain:** A person who drives either equipment or passenger trucks.

**Captain Vehicle:** The vehicle driven by the Transportation Captain.

**Car Expense/Allowance:** Money given to crew members to pay for their cars and gas.

**Carpenter:** A person who cuts and shapes wood needed on set.

**Cast:** A collective term for the actors appearing in a particular movie.

**Cast Physicals:** Tests given by physicians to measure the health of actors for insurance purposes.

**Cast Truck:** A vehicle for the cast to relax in while on set.

**Casting:** The process of hiring actors to play the characters in a script, typically done by a casting director, but with some input from a director, producer, or studio.

**Casting Director:** The person who auditions and helps to select all of the speaking role actors in film, television shows or plays.

**Catering:** A person or company who provides the main meals for cast and crew either on set or on location.

**Check Print:** This is a print made from an internegative or an optical to verify the quality and success of an effect.

**Chief Rigger:** A person in the electrical department who connects wire and electrical devices.

**Clearance:** A legal process to determine if names and titles are legally unrestricted to use.

**Comedy Genre:** A genre of films where the story is filled with all kinds of humor and jokes. These films usually feature comedic stars, directors and writers.

**Company Representative:** Someone sent by the production company to the production set to represent its interests.

**Composer:** A musician whose music appears in a movie's score. Most movies have at least some original music written for the score, usually after the relevant parts of the movie have been filmed.

**Construction Coordinator:** Through drawings, a construction coordinator is directed artistically by the Production Designer and Art Director to produce their "vision" in three dimensions. He is also responsible for the physical integrity of the structures built by the construction department.

**Cook-Driver:** The person in charge of cooking and driving the cooking truck to set.

**Coordinator Van/Trailer:** The vehicle used on location by the production staff.

**Copy of M&E:** The music and effects sound deliverable.

**Copyright:** The costs related to obtaining copyrights on the film.

**Costume Designer:** The section of a production's crew concerned with costumes.

**CPU Rentals:** The costs related to any computer or printer rental equipment.

**Craft Service Foreman:** The person (or people) available to assist the other crafts which include camera, sound, electricians, grips, props, art director, set decorator, hair and makeup, service the other crafts during the actual shooting of a motion picture, with tasks including providing snacks and cleaning the set.

**Craft Service:** The person (or people) available to assist the other crafts which include camera, sound, electricians, grips, props, art director, set decorator, hair and makeup, service the other crafts during the actual shooting of a motion picture, with tasks including providing snacks and cleaning the set.

**Cranes:** Cranes usually carry both the camera and a camera operator, but some can be operated by remote control. A shot taken by a camera on a crane, often used to show the actors/action from above.

**Crew Cab Driver:** The driver responsible for transporting crew members.

**Crew Maxi Van:** The van used to transport crew members.

**Crew Workspace:** An area on set designated for crew members to work.

**Dailies Stock:** The workprint, before it has been edited.

**DAT Audio:** Digital Audio Tape (DAT or R-DAT) is a signal recording and playback medium.

**Delivery Items:** Items required by the distributor in the distribution agreement.

**DGA:** The Directors Guild of America

**Director:** The principal creative artist on a movie set. A director is usually (but not always) the driving artistic source behind the filming process, and communicates to actors the way that he/she would like a particular scene played. A director's duties might also include casting, script editing, shot selection, shot composition, and editing. Typically, a director has complete artistic control over all aspects of the movie, but it is not uncommon for the director to be bound by agreements with either a producer or a studio. In some large productions, a director will delegate less important scenes to a second unit.

**Director of Photography:** A cinematographer who is ultimately responsible for the process of recording a scene in the manner desired by the director. The Director of Photography has a number of possible duties: selection of film stock, cameras, and lenses; designing and selecting lighting, directing the gaffer's placement of lighting; shot composition (in consultation with the director); film developing and film printing.

**DME:** The sound deliverable of the Dialogue, Music, and Effects which is usually delivered on a hard drive.

**Dolby License:** The license agreement that indicates the film's recorded audio content has been encoded with Dolby technologies.

**Dolly Grip:** A grip that moves a dolly.

**Drama Genre:** A genre of films about serious stories with settings or life situations that portray realistic characters in conflict with either themselves, others, or forces of nature. These films usually contain less special and visual effects than thrillers and action films.

**Draper Foreperson:** The lead person who deals with cloth for the set.

**DVCam Avid Inputs:** Digital Video Camera recorded from the film which is used to edit on editing computer systems.

**E&O Insurance:** Insurance which gives coverage for claims of alleged professional errors and omissions which amount to negligence.

**Editing & Projection:** Film editing is the process of selecting and joining together shots, connecting the resulting sequences, and ultimately creating a finished motion picture.

**Editing Room:** The room where the editor and his staff piece together shots to create the film.

**Editor:** A person who performs editing (in consultation with the director) on a movie.

**Special EFX Coordinator:** The person in charge of coordinating those visual elements in movies and television such as fog, smoke, lightning, breaking furniture, snow, or the like, that are used to effect reality in the picture or videospace and that are either impossible or impractical to produce firsthand.

**Special EFX Foreman:** The person responsible for bringing the material needed for special effects.

**Electrical:** The department in charge of all electrical matters (primarily lighting) for productions.

**Electronic Press Kit:** A press kit equivalent in electronic form that is used to promote the film for

sales purposes and bonus dvd featurrette material.

**Executive Producer:** A producer who is not involved in any technical aspects of the filmmaking process, but who is still responsible for the overall production. Typically an executive producer handles business and legal issues.

**Extra Casting Fee:** The fee paid to the casting agent in charge of casting extras.

**Extra Talent:** A person who appears in a movie where a non-specific, non-speaking character is required, usually as part of a crowd or in the background of a scene.

**Extras (Non-Union):** A non-union person who appears in a movie where a non-specific, non-speaking character is required, usually as part of a crowd or in the background of a scene.

**Fades & Dissolves:** An editing technique whereby the images of one shot is gradually replaced by the images of another.

**FICA:** Federal Income Contributions Act tax.

**Film & Lab:** The process of transferring images from a negative print to a print.

**First Aid Person:** The set medic provides for the medical needs and emergency medical logistics of the entire cast and crew and is the safety liaison between production/construction and various agencies. This person may be an emergency medical technician, paramedic, nurse, or physician. Most often the set medic is involved in the production from the beginning of preproduction or construction through filming or production through striking the set or post-production.

**Fittings:** The process where the costumers measure actors sizes for their wardrobe.

**FUI:** Federal Unemployment Insurance

**Gaffer:** The head of the electrical department, responsible for the design and execution of the lighting plan for a production.

**Gang Boss:** The person in charge of construction labor.

**Gas & Oil:** Fuel used for transportation.

**General Expenses:** Expenses that do not go directly to any aspect of filming but are necessary in a film production.

**Generators & Gas:** A mechanical engine which produces electricity from fuel (usually diesel). Frequently used for location shooting, either due to the unavailability or insufficient quantities of electricity locally available.

**Genie Operator:** The person who operates the generator.

**Graphics:** Anything that needs to be printed, including pictures and signs.

**Greens:** Any vegetation that is procured, placed, and maintained on a set.

**Grip:** A skilled person responsible for the set up, adjustment and maintenance of production equipment on the set. Their typical duties involve camera movement, lighting refinement, and mechanical rigging.

**Grip 10-Ton:** A 10 ton truck used to transport grip equipment.

**Hair Stylist:** An additional person hired that is responsible for maintaining actors' hairstyles during filming.

**Head Hair Stylist:** The person responsible for maintaining actors' hairstyles during filming.

**Head Makeup Artist:** The person in charge of the make up department. They actually design the

make up for each actor/actress and assign individual make up artists to apply it.

**Honeywagon:** A vehicle on set for principal actors.

**Horror Genre:** A genre of films that strives to evoke the emotions of fear, horror, and terror from viewers. These films usually feature more special and visual effects than comedies and dramas but less expensive actors than other genres.

**Hotel:** Costs for renting a room at a hotel.

**Hotel & Living:** The costs for hotel rooms and per diems.

**Insurance:** The cost of an insurance policy.

For Production Insurance, contact [Truman Van Dyke Company](#).

For Production Insurance, contact [Brilliant Insurance Services](#).

**Internegative (IN):** An internegative is motion picture film stock used to make release prints for distribution to movie theatres.

**Interpositive (IP):** An orange-based motion picture film with a positive image made from the edited camera negative. The orange base provides special color characteristics that allow for more accurate color reproduction than if the IP had a clear base, as in print films.

**Key Assistant Location Manager:** The person who assists the location manager. The responsibilities include being on set to represent the film production to the location liaison.

**Key Grip:** The key grip works closely with the director of photography and the gaffer to sculpt the desired look of a film by diffusing and cutting the light. The key grip is also in charge of camera movement whether on a dolly, camera crane or mounted on the hood or bumper of a vehicle.

**Key Set PA:** The head set production assistant.

**Lab Processing:** The process of developing exposed film.

**Laborer:** Additional crew members in the set construction department.

**Lead Scenic:** The person in charge of background art on set.

**Leadperson:** The member of the art department who is in charge of swing gangs and/or set dressers and reports to the set decorator.

**Legal Fees:** Charges paid to lawyers.

For IP and legal services, contact [Cohen IP Law Group, P.C.](#)

**Lighting:** Most productions use artificial lighting when filming for various technical and artistic reasons, both on location and on a set. Lighting is designed by the director of photography in consultation with the director, and is the responsibility of the electrical department.

**Lighting Technician:** A member of the electrical department that is responsible for operating lights and lighting equipment on a set.

**Loader:** The person who operates the clapboard at the beginning of a shot, also responsible for loading film stock into film magazines. The action of slapping the clapper was invented as a way of synchronizing the visual and audio components of a shot.

**Location:** When filming off-stage, production will use a real location or site for filming.

**Location Fee:** The cost to film in a location.

**Location Liason:** A representative from the location who is supposed to answer technical and logistic questions about the site while watching over it for the location's owner.

**Location Manager:** A person who manages various aspects of filming a movie on location, such as arranging with authorities for permission to shoot in specific places.

**Location Site Rentals:** The cost to rent a location.

**Location Site Restoration:** The costs to repair and restore a location to its original conditions.

**Lodging:** Hotel fees for above and below the line talent.

**Looping:** The recording of an actor speaking lines in sync to "loops" of the image which were played over and over along with matching lengths of recording tape.

**Loss & Damage:** An amount budgeted to pay for possible loss and damages to rented equipment.

**Low Contrast Print:** Similar to an interpositive, a low contrast print is used for television/video tape transfers. These transfers often increase image contrast, and so are improved when they are mastered from a low-contrast print. These prints can be projected as well, but lack the color saturation and contrast of a standard release print.

**Main & End Design:** The design for the main and end title sequences.

**Makeup & Hairdressing:** The decorations placed directly on the skin or hair of an actor for cosmetic or artistic effect.

**Makeup Artist:** The people who applies the make up to the actor.

**Make-Up Truck:** The truck which carries the make-up and sometimes where the make-up is applied to actors.

**Medicare:** A fringe tax that provides health insurance for workers.

**Mixer:** The head of the sound department on the set. They are responsible for the process of recording all sync dialog and sync sound effects in a scene. The Production Sound Mixer has a number of duties, including selection and operation of the microphones, and recording equipment used on the set, directing the boom operator, combining the sound of multiple microphones used to capture dialog and effects on a set, recording sound ambiance and room tone for all scenes, and wild track that will aid the editor and sound mixer in matching the different sound takes in a scene for smooth sound transitions.

**MPAA Rating Administrative Fee:** The fee charged by the MPAA to rate a film.

**Music Editor:** The person who coordinates the work of the composer, the editor, and sound mixers. Alternately, a person who researches, obtains rights to, and supplies songs for a production.

**Music Editor Equipment:** Equipment used by the music editor, including computers, ProTools and Digital Audio Workstation.

**Music Elements:** The deliverable holding all of the music for a film.

**Musical:** A movie whose dramatic story structure includes unrealistic episodes of musical performance and/or dancing.

**Negative Cutting:** A person who matches the negative of a movie and conforms (matches) it to the final version of the film as decided by the filmmakers. From this negative the prints are made.

**Office Furniture/Equipment Rental:** Rentals fees to pay for office furniture and equipment.

**Office PA:** Production Assistants who are based in the production office.

**Optical Effects:** A laboratory or print procedure in which shots are modified by use of an optical printer. These are most commonly seen as fades and dissolves.

**Optical Sound Negative:** A device used to store the sound on photographic film.

**Optical Transfers:** The process where two images are projected onto a flat plane, such as photographic film.

**Outside Rentals:** Equipment rentals by Set Operations, including condors, scissors and car mounts.

**Paint Decorator:** The person in charge of painting the sets.

**Payroll:** The disbursement of weekly salary payments to crew members usually through a payroll company.

**Permits:** A legal permission for a particular film activity.

**Phone/Communication Equipment Rental:** Costs of phones and communication equipment rented for the film.

**Photography:** Pictures taken by the production designer.

**Picture Cars:** A vehicle shown in a movie.

**Pix Vehicle/Animals:** Cars used by principal actors on screen; Animals featured on screen.

**Police/Fire/Security:** Police, fireman and security hired to protect the set.

**Post Production:** Work performed on a movie after the end of principal photography. Usually involves editing and visual effects.

**Post Production Accounting:** Accountants and accounting employed during post production.

**Post Production Office Rental:** The costs for renting an office specifically for post production.

**Post Production Sound:** The process during post production of mixing production sounds with new sounds to create sound deliverables.

**Post Supervisor:** The person overseeing the entire post-production of a project. They report directly to the producer and/or the studio in charge of the feature. Working side by side with the director and editor, the supervisor has the responsibility of finishing the film on time and on budget while satisfying the wants of the director. Post-production supervisors have authority over post-production coordinator. Typical duties include: controlling all activities with vendors such as optical houses, sound facilities, inserts, ADR, re-shooting, CGI, score, delivery requirements to domestic and international distributors, legal clearances, preview screenings, color timing, video mastering and budgeting the movie through the completion and delivery.

**Premium, General Liability:** Insurance costs to protect businessmen from a broad variety of liabilities. This could include accidents from the premises or operations of an insured. They could also include products sold and completed operations.

**Prep:** Arrangements made before the start of filming. This can include script editing, set construction, location scouting, and casting.

**Preview Expenses:** The costs of screening the film to an audience as a preview.

**Principal Cast:** *Actors* that have lines and are paid at least SAG union rates.

**Prints & Reprints:** A projectable version of a movie, usually consisting of one or more reels.

**Processing:** The process of chemically treating exposed film to create a negative.

**Producer:** The chief of staff of a movie production in all matters save the creative efforts of the director, who is head of the line. A producer is responsible for raising funding, hiring key personnel, and arranging for distributors.

**Production Accountant:** The head accountant during production responsible for managing finances and maintaining financial records during film production. They work closely with the Producer and the production office to prepare schedules and budgets for film productions, as well as managing the day-to-day accounting office functions, and reporting the projects' financial progress against the budgets.

**Production Assistant (PA):** A person responsible for various odd jobs, which could include such disparate tasks as running errands, stopping traffic, acting as couriers, fetching items from craft service, etc. Tasks and levels of responsibility can vary greatly, depending on the film, the needs of the rest of the team, and the skills of the individual PA themselves.

**Production Coordinator:** The person responsible for assisting in all aspects of department scheduling, project time tracking and master file-keeping, and maintaining cast travel and contracts.

**Production Designer:** An artist responsible for designing the overall visual appearance of a movie.

**Production Office Rent:** Rent paid for production offices.

**Production Office Supplies:** Costs for purchasing paper, staples, tape, etc.

**Production Sound:** Sound recorded during production.

**Production Van:** A vehicle used during production to transport actors and crew.

**Production Van Driver:** The driver of the production van.

**Prop Master:** The person responsible for buying, acquiring, and/or manufacturing any props needed for a production. The property master is responsible for all aspects of prop use on the set and, in conjunction with the script supervisor, for maintaining set continuity.

**Prop Person:** Someone who assists the prop master in creating and tracking props used in the film.

**Property:** Anything an actor touches or uses on the set; e.g. phones, guns, cutlery, etc. Movie animals and all food styling (food seen or eaten on set/screen) also fall into this domain.

**Propmaker:** The creator of props.

**Propmaker Foreman:** The leader of the construction crew.

**Props 5-Ton:** A 5 ton truck used to transport props.

**Publicist:** The person who conceives and oversees the publicity campaign that opens a movie. In many cases, this person never even appears on the set -- especially if the movie is a pickup and didn't have a releasing studio at the time it was produced.

**Publicity:** The section of a production's crew responsible for promoting a movie. Individual positions within in this department include: unit publicist, publicity assistant, and stills photographer.

**Pumping Supplies:** Supplies used to pump gas into vehicles.

**Rawstock:** Unexposed filmstock

**Reel:** A strip of film wound on a metal wheel. Typical reels hold 15-25 minutes of film.

**Rehearsals:** A practice session in preparation for a performance.

**Release Print:** A release print is the reel of film that is sent to a movie theater for exhibition.

**Repairs & Maintenance:** The cost to repair or maintain equipment.

**Research:** Costs from the writer, director and producer in their creative preparation of filming.

**Reversal Print:** A type of photographic film that produces a positive image on a transparent base.

**Rigging Equipment:** Equipment that set, hang and focus lighting instruments and constructing scaffolding used in making film sets.

**Safety:** Costs associated with training and materials for ensuring the safety of the cast and crew.

**SAG:** The Screen Actors Guild is an association with jurisdiction over some works that can be recorded by picture or by sound.

**SAG – General Extras:** Extras that are members of SAG.

**Screening:** An exhibition of a movie, typically at a cinema.

**Script Clearance:** The legal process of researching the script's title and content to ensure it is not owned by another entity.

**Script Supervisor:** A person who tracks which parts have been filmed, how the filmed scenes deviated from the script; they also make continuity notes, creating a lined script.

**Second Unit:** A small, subordinate crew responsible for filming shots of less importance, such as inserts, crowds, scenery, etc.

**Sedan Driver:** Someone to drive the sedan vehicle.

**Semi/Honeywagon Driver:** Someone to drive the semi/honeywagon.

**Set Decorator:** A person who has total charge of decorating the set with all furnishings, drapery, interior plants, and anything seen on indoor or outdoor sets. The set decorator has authority over a leadman.

**Set Design:** The translation of the production designer's vision of the movie's environment into a set which can be used for filming.

**Set Dressing:** Elements such as curtains and paintings, and moves and resets on the set that decorate to accommodate camera, grip and lighting setups.

**Set Dressing 5-Ton:** A 5 ton truck used to transport set dressing material and equipment.

**Set Labor & Material:** Labor and materials used to construct the set.

**Set PA:** The production assistant based on the set.

**SFX Truck:** The truck used to transport special effects material and equipment.

**Shipping & Postage:** Costs of stamps and shipping.

**Shoot:** The filming of major or significant components of a movie which involve lead actors.

**Shop Setup:** The costs of creating a shop to help construct the set.

**Signage:** Signs used on the set.

**Song Purchases:** Songs bought for use in the film.

**Sound Package:** The cost of the post production sound equipment and crew.

**Sound Transfer:** The process of transferring sound from PAL to NTSC or NTSC to Pal as well as different film formats including converting the mix session to the answer print.

**Special Effects:** An artificial effect used to create an illusion in a movie. Refers to effects produced on the set, as opposed to those created in post-production.

**Special Operator:** A member of the electrical group who specializes in operating lamps, and generators.

**Special Visual Effects:** Alterations to a film's images during post-production.

**Sr. Set Designer:** The person who handles all design and artwork, oversees production set-up drawings, and the release of drawings.

**Stakebed:** A Stakebed is a flatbed with some removable gates of various heights (40" most common) to carry taller cargo and have it remain on the bed. All Flatbeds and Stakebeds come with a standard square headboard to protect the cab from damage.

**Standby EFX:** Additional help to assist the Effects Coordinator and Effects Foreman.

**Stand-Ins:** A person who has the same physical properties of a particular actor, and takes their place during the lengthy setup of a scene. This allows the actor to prepare for the filming itself.

**Star Costs:** Any extra costs above the SAG minimum related to the lead actors, including their salary quote, plane tickets, cars, security, etc.

**Steadicam Operator:** A camera operator who operates a Steadicam which is a camera attached to a camera operator via a mechanical harness which reduces or eliminates the unsteadiness of the operator's motion.

**Still Photographer:** A person who photographs the action (often alongside the camera) to be used in publicizing the movie.

**Stock Footage:** Film or video footage that is not custom shot for use in a specific film or television program.

**Story & Screenplay:** All written work by the writers of the film.

**Storyboard:** Graphic organizers such as a series of illustrations or images displayed in sequence for the purpose of pre-visualizing a motion picture, animation, motion graphic or interactive media sequence, including website interactivity.

**Strike:** Disassembling of a film set and equipment.

**Stunt Coordinator:** An experienced stunt performer who is hired by a TV, film or theatre director or production company to arrange the casting and performance of stunts for a film, television program or a live audience. In many cases, the stunt coordinator budgets, designs and choreographs the stunt sequence to suit the script and the director's vision.

**Stunt Players:** A specialist actor who performs stunts.

**SUI:** State Unemployment Insurance

**W/C Stunt Performers:** Workers Compensation for Stunt Performers.

**Supporting Cast:** Actors who play characters that that are speaking roles but not the principal characters.

**Survey Costs:** The costs to travel and research locations.

**Swing Gang:** The group within the art department that construct and take down a set.

**Tapes/Batteries:** Tapes and batteries used in film, sound, electrical, and any other equipment.

**Teacher-Welfare:** Teachers hired when minors are cast in the film.

**Telecine:** The process of transferring moving images from film to a video signal, including frame rate and color corrections. Also the equipment or facility used to do it.

**Tests:** Film and camera tests during pre-production.

**Textless Titles:** A deliverable of the film without any text on screen.

**Thriller Genre:** A genre of films often characterized by suspense, mystery, fast pacing, action and resourceful heroes who must foil the plans of more-powerful and better-equipped villains. It also usually has less action and special effects than an action film.

**Title Search:** A legal search done to determine if the title is already reserved.

**Titles:** Opening and closing credits including their design.

**Trainee:** A person who is part of the DGA training program that works under the supervision of DGA members - Second Assistant Directors, First Assistant Directors and Unit Production Managers until graduation.

**Transfer:** Film transfer to telecine, DVCam tapes, DVDs, DAT audio and sound transfer.

**Transportation Coordinator:** The person responsible for managing drivers and coordinating the transportation of a production's cast, crew, and equipment from the various locations and sets used for filming.

**Trash:** Garbage produced during the film.

**Travel & Living:** Hotel and airfare costs.

**Umbrella Liability:** A type of liability insurance available to individuals and companies protecting them against claims above and beyond the amount covered by their primary policies or for claims not currently covered.

**Unit Production Manager:** Reporting to the film's producer, this person supervises the budget, hires the crew, approves purchase orders & time cards, and generally makes sure all departments are doing their respective jobs within the parameters of the budget.

**Video Assist Equipment:** A video camera that allows instant review of a scene to monitor framing, focus, and performance.

**Video Assist/Playback:** The person who operates a video camera that allows instant review of a scene to monitor framing, focus, and performance.

**Video Master:** The video master is used as a deliverable and must be available for Digi-beta down-convert and also for a possible film.

**W/C Production/All Other DGA:** Workers compensation for all other below-the-line DGA.

**Walkie Talkies:** Equipment used to facilitate communication between crew members while on set.

**Wardrobe:** The section of a production's crew concerned with costumes.

**Wardrobe Truck:** The truck that carries the costumes.

**Water Truck:** A truck used for safety in the case of fires as well as washing other trucks.

**WGA:** Writers Guild of America

**Workprint:** A workprint is a rough version of a motion picture, used by the film editor(s) during the editing process. Such copies generally contain original recorded sound that will later be re-dubbed, stock footage as placeholders for missing shots or special effects, and animation tests for in-production animated shots or sequences.

**Wrap:** The conclusion of filming for an actor, set of production.

**Writer:** The person(s) paid for writing any draft or section of the script.