



# PA SURVIVAL GUIDE

THE LOCATIONS DEPARTMENT  
WELCOME TO THE "LOC"! GET READY TO WORK ON SET,  
BEHIND THE SCENES, AND DEAL WITH THE PUBLIC AS  
PART OF THE LOCATIONS TEAM. HERE'S YOUR SURVIVAL  
KIT FOR SUCCESS:





# 01

## BEFORE YOU ARRIVE

- Call Time = The Real Deal: Write down your call time (when you MUST be on set) and the address. Get detailed directions if needed.
- Prep Work:
  - Weather Check: Dress for the elements (rain gear, sunscreen, etc.)
  - Paperwork: Bring a photocopy of your previous year's tax information and a copy of your driver's license – or email these to Payroll in advance if possible.
  - Protect Your Hands: Work gloves are a must!
  - Fire Starter: Grab a lighter for propane heaters.
  - Pen Power: Always have a pen for paperwork.
  - Comfy Feet: Good shoes are lifesavers for 15-hour days!



# 02

## STARTING YOUR DAY

- **Full 15 Hours:** Always expect the full day, even if you hear otherwise. Don't make evening plans you can't break.
- **Call Sheet Hunt:** Grab a call sheet (info sheet about the day's shoot) from the AD trailer (usually near the washrooms). It's your emergency lifeline.
- **Find Your Leader:** Look for the Key PA or your Assistant Locations Manager (ALM) – they'll give you your task for the day.
- **Team Player:** Help with set-up unless told otherwise. Don't just chill and eat breakfast!
- **Safety First:** Put on your high-visibility vest when directing traffic or pedestrians. It's for your safety and makes you official.
- **Location Guru:** Know where washrooms, catering, etc., are – crew will ask you!



# 03

## THE PA HUSTLE

- **Face of the Production:** You're often the first person the public encounters with questions. Have a basic idea of what's being filmed, but don't reveal too much.
- **Clean-Up Crew:** Make sure to hand in your paperwork (timesheet!) at the end of the day. Record your start/end times for your own records.

# 04

## RADIO RULES

- Walkie-Talkie Basics:  
Learn the lingo and channel system (add a simple chart here if possible!)
- "Copy That":  
Acknowledge instructions on the radio.
- "What's your 20?": Means "Where are you?"
- Battery Check: \*beep  
\*beep = Time for a battery swap!
- Rolling = Silence! Don't talk on the radio when they're filming.
- No Cursing! Keep the radio language clean.



# 05

## ON-SET ESSENTIALS

- Garbage Duty: Stash at least 2 cans on set, plus extra near special tents.
- Tent Master: Learn how to set up Video Village and Cast tents quickly.
- Radio Relay: Repeat these phrases from the AD loudly: "Lock it up!" "Roll Sound!" "Cut!"
- Butt Sweep: Constantly pick up trash. It makes wrap way faster.
- Fire Watch: Guard equipment on breaks/lunch. Prevent theft and damage.
- Lock-Up Pro: Stop pedestrians when filming. Don't leave your post until relieved!
- Noise Police: Help quiet things down when they're rolling.

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### Wrap-Up Routine

- Tidy Up: Bag all garbage, prep for easy pick-up.
- Dismissal: Don't leave until your ALM says it's okay. Make sure paperwork is in!

# 07

## LINGO LOOKUP

- Key PA: Your point person on set.
- ALM: Your boss!
- Hot Set: Nothing can be moved.
- Circus: The area where production trailers are parked, including cast trailers, AD trailer, washrooms, etc.
- Video Village: The tent where the director, producers, and other key personnel view monitor feeds of what's being filmed.





# 08

## LINGO LOOKUP CON'T



- Cast Tent: A tent set up with chairs and sometimes mirrors for actors to relax or get touch-ups from hair and make-up.
- Bogies: Unintentional walk-ons, people who might accidentally wander in front of the camera.
- Safety, Security, and Sound (The 3 S's): The key things a PA on lock-up needs to look out for.
- Butt Sweep: The meticulous task of picking up cigarette butts and other small trash.
- 10-1: Code for "I need a bathroom break."

Remember: The Locations team keeps the shoot running smoothly and builds relationships with the public.