

Crew Terms and Diary Services



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What are Crew Terms?

An industry standard for engaging crews on commercials. Their purpose is to provide fair treatment, clear expectations and save time.

Key Areas:

- Rates
- Working hours and overtime
- Breaks and penalties
- Cancellation fees

Why they matter?

Fairness, clear budgeting, and reduced disputes



The Working Day (Chapter 2)

Basic Working Day - 10 working hours + 1 hour lunch

Continuous Working Day - 9 working hours without formal breaks

Sometimes a department will be required to start earlier than others this is known as department call - main unit call is when everyone is on set.

Breakfast is not a requirement but does help to get everyone there early, it's not included in the hours of the day.

Overtime (Chapter 4)

Grade 1 (1.5x), 2 (1.25x), 3 (BHR)

On Saturdays everyone is paid 1.5x

On Sundays & Bank Holidays everyone is paid 2x

After midnight everyone is paid 3x (excl. night shoots)

On night shots everyone is paid 2x all week

* Overtime multipliers are not added to increased rates



Breaks and Penalties (always calculate from main call)

First Break (Chapter 6)

1hr started before 5.5 hours have passed or the crew charge a £10 late break penalty

After 6.5hrs the days becomes a continuous working day

If the break is curtailed (cut short) then that time is deducted from the end of the day and OT starts earlier.

If a meal is not provided then crew must be compensated £7.50

Second Break

30mins started no longer than 5.5hrs after the first break finishes

If the break is curtailed (cut short) then the crew is paid for the missed minutes at their basic rate

Time Off The Clock (TOTC) (Chapter 5)

If the production lasts for more than 1 day then there must be a minimum break of 11 hrs between wrap and call, this can be reduced to 10 hours but the crew charge an additional hour of OT.



Travel (Chapter 3)

Travel is always payed at BHR when applicable. There is no travel pay if working time and travel time total less than 11hrs.

1hr on either side of the day is considered normal travel and unpaid.

Travel is always calculated from W1F 9SE and not individual properties.

Mileage is payable at 50p per mile. It is applicable to locations outside the M25 (from W1F 9SE) or between locations on shoots that have more than 1 (after the first location).

Base to base travel applies when crew are collecting other crew or equipment on the way to the shoot, or when they're staying at a hotel on location. It means the day begins when they leave home and ends when they return, with no unpaid travel.



Non Shooting Days (2.3)

Types: Rest days, prep days, recce days, pre-lights, construction, strike.

Rest Day:

Required to stay on location, no work. Paid Basic Daily Rate (BDR) - no OT, penalties, or meal compensation.

Prep, Recce, Construction & Strike Days:

8-hour day charged at BHR. After 8 hours (if no break given). After 9 hours (if a 1-hour break was provided). Meal breaks at producer's discretion.

Pre-Light Days:

8 hours + 1-hour lunch, OT starts after 9 hours.

* DOP, Art Directors & Location Managers Always work 10+1 days for every day of engagement.

Weekend OT rates apply except for rest days.



Cancellations (Chapter 7)

Notice periods and fees

- 7 days or more prior to the engagement - no fee
- 6-4 days prior to the engagement - 50% fee
- 3-2 days prior to the engagement - 75% fee
- On the day prior to the engagement - 100% fee

Example: Cancelling 4 day shoot.

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday SHOOT 1	Friday SHOOT 2	Saturday SHOOT 3	Sunday SHOOT 4
						Notification Given	100% agreed fee	75% agreed fee	75% agreed fee	50% agreed fee
					Notification Given		75% agreed fee	75% agreed fee	50% agreed fee	50% agreed fee
				Notification Given			75% agreed fee	50% agreed fee	50% agreed fee	50% agreed fee
			Notification Given				50% agreed fee	50% agreed fee	50% agreed fee	0% agreed fee
		Notification Given					50% agreed fee	50% agreed fee	0% agreed fee	0% agreed fee
	Notification Given						50% agreed fee	0% agreed fee	0% agreed fee	0% agreed fee
Notification Given							0% agreed fee	0% agreed fee	0% agreed fee	0% agreed fee



Diary Services

Diary services are the communication centres that sit between production and the crew we represent.

How are diary services different from Agents?

How do we apply rates and T&Cs to a job when the project is not APA?



Diary Services

How do fees differ for crew that fall outside the APA crew list?

How do we go about speaking to crew outside of the scheduled time booked, are there charges associated with this?

How do you deliver crew expectations and deal with complaints?

How do we go about asking for a diverse or disabled crew?



Diary Services - Pencilling

1st Pencil vs 2nd Pencil

Pencil vs Confirmation

Push to confirm and the 24hr wait...

Commitments from both parties, verbal or written



Diary Services - Key Info to Provide

Dates - all the days the crew member will need to be available (prep, travel, recce, shoot etc)

Rates - usually APA but it's important to discuss any deals at this point

Where - studio or location, inside or outside the M25, abroad?

Job info - which production company and agency, who's the client?

What role are they being hired for and who's the HOD?

Is the job bidding or awarded?



Quiz



Wrap-Up and Q&A

