

# VICTORIAN CREW BOOKING GUIDELINES

## TVC / Corporate / Short engagement

### 1. HOLDS

A production company can enquire about a technician's availability at any time during business hours.

Quote or Light Hold - When holding a technician the production company must identify the hold as a QUOTE HOLD if the job is not yet awarded, or a LIGHT HOLD - if shoot dates are likely to change etc.

1<sup>st</sup> Hold means the production company has first option on the crew member.

Subsequent Holds – A 2<sup>nd</sup> (or subsequent hold) may be made by another production company with the understanding the crew member has an existing 1<sup>st</sup> Hold which takes precedence.

Multiple Holds - production companies are required to inform the booking agent if there is more than one technician on hold for the same position. This especially applies when placing holds with more than one booking agent.

Blanket Holds are to be discouraged and should only be made with the express agreement of the crew member.

Job Details - The production company must let the booking agent know if the hold contains any travel days, gear pick ups, rest days, late finishes, early starts, night shoots etc.

### 2. CONFIRMATIONS

A 1<sup>st</sup> hold on a technician will automatically be deemed a confirmed booking if it is not released 2 working days (48hrs) prior. It is the responsibility of the production company to ensure that their crew list & holds are correct prior to the 48 hr deadline.

A CONFIRMATION made by the production company and then subsequently cancelled prior to the 48 hour window, is still subject to a cancellation fee. (see point 4) Unless the crew member is able to secure alternate work on the day/s in question, a cancellation fee will apply.

A CANCELLATION FEE will apply if a booking is cancelled WITHIN 2 working days (48 hours) prior to the confirmed day/s, this includes pre, shoot or post days. (see point 4)

Saturdays and Sundays are NOT considered working days for the purpose of booking technicians, however it has been customary that confirmation for Mondays and Tuesdays are as follows:

- 12 noon Thursday for the following Monday
- 12 noon Friday for the following Tuesday

### **3. PUSH TO CONFIRM**

If a technician is on hold to a production company but is offered a confirmed booking by another company who has a 2<sup>nd</sup> or subsequent hold, the first production company has 24hrs to either confirm or release their hold.

It is up to the production company being pushed to call the booking agent within the 24hrs or the hold will be released.

### **4. CANCELLATIONS**

Should a production company confirm a hold but then subsequently cancel, a cancellation applies. This includes the automatic confirmation when the booking falls with the 2 working day (48hr) time frame.

You cannot confirm a booking and then revert it back to a hold.

### **5. POSTPONEMENTS**

A cancellation fee applies where a confirmed booking is postponed.

In the event that the technician is able to pick up other work on the day/s in question the cancellation fee is waived.

The cancellation fee is equivalent to the confirmed day – either half day (4hrs) or full day (8hrs).

### **6. WEATHER HOLDS**

Production companies are required to release WEATHER HOLDS at 0900 on the day prior to the weather hold, otherwise cancellation fees apply.

Should the production company CONFIRM the weather hold, and subsequently not use it, a cancellation fee applies.

### **7. RATES**

A freelancer's day rate is based on an 8 hour day. A half day is based on 4 hrs and is charged at 2/3's of the 8 hour day rate.

Overtime - The 9<sup>th</sup> and 10<sup>th</sup> hrs are charged at time and a half. The 11<sup>th</sup> and beyond is charged at double time. Any unforeseen overtime should be made known to the crew as early as possible on the shoot day.

Standard Day - A standard working day is calculated from the crew member's first call time to last wrap time. Where the production company requires a crew member to pick up personnel or equipment prior to crew call, or after on set wrap, their start or finish times reflect this.

Night Shoot Rates – Double time is charged between midnight and 6am. See point 10 for more info.

Travel Days – Travel day fees are charged at normal daily rate.

### **8. NEGOTIATING RATES**

If a production company intends to negotiate rates with the technician, they MUST advise the booking agent when placing the hold and speak with the technician without delay. If not negotiated prior to the crew member accepting the booking/hold, the normal daily fee applies

## **9. EVENING / NIGHT / LONG SHOTS / EARLY STARTS**

Call & Wrap time - When a shoot is expected to start or finish at a time that could potentially affect the freelancer's ability to obtain a 10 hour turn around for a normal start time the following day, (or wrap time the previous day), the booking agent must be notified at the time of enquiry.

Night shoots/Early starts or shoots over 12 hrs must also be stated when making the initial enquiry.

Long Shoot Days – The production company should not request the crew member to work beyond a 14hr day including travel, without considering the implications of the 10hr turnaround, stress, fatigue and insurance issues.

Maximum hours exist for truck drivers in Victoria – please refer to Vic Roads for current information.

## **10. SUNDAYS & PUBLIC HOLIDAYS**

Sundays and Public Holidays are charged at double time.

Hours in excess of the standard 8 hour day remain at the same double time rate.

There is no further loading for night time hours.

## **11. TURN AROUND**

A ten hour turnaround must be scheduled between shoot days or shoot nights.

Place of Residence Turnaround is the rest period between individual crew members' last wrap and their first call the next day if working in place of residence.

Out of Town Turnaround is calculated from door to door when being accommodated away from crew members' place of residence.

## **12. TRAVEL & 20KM RADIUS**

If a shoot is outside the metropolitan area, a crew member's call time begins 20kms outside the GPO. The call time ends when crew member returns to the 20km zone.

Mileage is also charged from the 20km radius.