CONTINUITY/SCRIPT

SCRIPT SUPERVISOR
The duties of the Script Supervisor include the preparation of the script; verification of artist's lines; keeps records of timing, may run lines; assists during blocking of scenes; notes deviations from the script; keeps detailed notes of all action, positions, camera angles, additional progression; times takes; furnishes camera and sound with slate numbers and prints; may project if picture is long or short; notes coverage of sequences; may prepare lists of pickup shots and wild sound tracks; and, as a courtesy to the Camera Department may note lenses, focal length and zoom operations; makes continuity notes along with a complete lined script, and any appendices, and forwards to the Supervising Editor and/or Editor after the day's shooting; provides the Production Office with a daily report as to the number of set-ups, picture time, scenes and pages shot and cumulative time to be prepared at the end of the production day.

SCRIPT ASSISTANT
Working under the direct supervision of the Script Supervisor, the Script Assistant helps in performing the job duties of a Script Supervisor but does not supervise any filming.
Tasks may include: receiving and collating revisions; transferring all continuity notes over to new page colours; recalculating new page 1/8ths and scene totals; checking prints with sound and camera departments; preparing the Editor's Lined Script from the Script Supervisor's notes; transcribing dialogue changes onto the Editor's script; taking and making Polaroid's and maintaining Polaroid files; daily filing of Editor's notes into master editing script; may run lines with performers; maintains forms and supplies. When required to work on splinter or second-units, the Script Assistant will be upgraded to Department Head.