

CREW BOOKING GUIDELINES

As a crew directory, we do not yet facilitate holds or bookings. Enquiries are welcome, and we can reach out to crew members on your behalf to check avails, but please note you need to arrange HOLDS, BOOKINGS etc direct with them.

We ask that these general guidelines be observed as a way of an efficient and fair manner of holding and booking crew for your productions.

Enquiry

Production can check crew availability by emailing us. We will contact each of the crew requested and revert to you once they have advised their avails for your dates.

In your email please include:

- Name of production, type (feature or TV series)
- Dates crew is required (prep, travel, gear check, recce, shoot, post)
- Location (Gold Coast, Brisbane, other)
- Advise if this is an availability check or you're seeking a firm hold
- Name of producer / director / DOP / HOD / production contact
- Contact details mobile + email for the production contact
 - please advise if we can provide to crew, and if you are happy for them to contact you / production directly

HOLDS, BOOKINGS

- Until further notice, please place holds or make bookings direct with each crew member.
- It's also important to keep them updated about any changes to the box schedule or key dates, particularly if the production looks like it might push or go into hiatus.
- A light hold should be used if it is likely the dates will change.
- A firm hold / booking is automatically confirmed if it is not released at least two business days (48 hours) before the start-work date. This is production's responsibility. If you cancel a booking with less than two business days' notice,

a cancellation fee will apply. Saturday and Sunday are not working days, so these are not counted in the 48 hour release minimum.

- If you have a Weather Hold on crew, and it's not required, it must be released between 48 hours and a minimum 24 hours prior to the hold date. This is production's responsibility. Failure to release the Weather Hold will be considered a confirmed booking, and a cancellation fee will apply.

Fee negotiation

- Rates are negotiable and should be discussed directly with the crew member and put in writing prior to booking / confirming them.
- Award minimums must be observed at all times, and it is generally in the industry's interest for parity to be observed across each of the pay levels of the production.
- Please specify in your negotiations (and written job offer) if you are seeking the standard 50-hour week (40 hours normal time, 10 hours time and a half), or a shorter 40 hour week.

For all enquiries please email: crew@filmfreelancers.com.au