HOW TO USE A CLAPPERBOARD

Head slate with sync sound, then MOS, tail slate, second sticks and soft sticks. Calls vary by crew; follow your 1st AD.

THE CALL, IN ORDER

Before: board filled in, sticks open, standing where the 1st AC wants it: in focus, big enough to read, close to the lens's line.

1. **1st AD: "Lock it up."** Then **"Quiet, please."**
2. **1st AD: "Roll sound."**
   Mixer: "Speed."
3. **1st AD: "Roll camera."**
   Camera: "Rolling." (some crews say "Speed")
4. **2nd AC**, board in frame and still, sticks open:
   "Scene twelve Apple, take three."
5. **2nd AC: "Mark."** Finish the word, then close the sticks once, firmly, with the board held still, so the frame where they meet is sharp.
6. Get out of frame fast and quietly, out of the actors' eyelines.
7. **Camera operator: "Set."**
   Director: "Action."

Two cameras on one board: "A and B common mark." Say the setup letter as a word: Apple, Baker, Charlie, Dog (some crews use Alpha, Bravo, Charlie, Delta). After a take that rolled is cut, the take goes up by one; a rehearsal keeps its number.

WHAT TO WRITE

Scene: the number from the script. Each new setup of that scene adds a letter: 12, 12A, 12B. Skip I and O (they look like 1 and 0); many crews also skip S and Z (5 and 2).

Take: starts at 1 on each setup. Each time the camera rolls again on that setup is the next take.

Roll: the camera card or roll, with the camera letter: A004 is camera A's fourth card.

Also: production, director, DP, date, frame rate if off-speed, INT or EXT, DAY or NIGHT, and MOS when there is no sound.

THE OTHER MARKS

MOS (no sound)

- Write MOS on the board.
- Hold the sticks closed, or a hand between them, so no one looks for a clap.
- Call scene and take. Do not clap.

Tail slate (end board)

- For when the head of the shot can't be slated.
- Agree before the take, so camera and sound keep rolling after the action.
- At the end: board upside down in frame, sticks open. Call **"Tail slate, scene twelve Apple, take three."**
- Clap with the board still upside down. Camera and sound cut only after the clap.
- Write tail slate on the camera and sound reports.

Crews disagree on whether to clap upside down or turn it upright first. This sheet prints one way: upside down, call, clap, cut.

Second sticks

- The first clap was missed: out of frame, blurred, or not heard.
- Still rolling: open the sticks, call **"Second sticks"** and clap again before Action. Same take number.

Soft sticks

- The board is close to an actor's face.
- Tell the actor, call **"Soft sticks"**, and close the sticks gently.