

SET ETIQUETTE

Guide for Independent Production Companies



“Doing it right at the start of prep really sets the tone. The crew gets the message right away that respect is part of how this set will run.”

INDEPENDENT PRODUCER

Thank you for committing to a respectful, inclusive, and safe production environment. Here is how you integrate Set Etiquette Training into your production and meet program guidelines.

Lead by Example

Encourage communication and renounce discrimination and harassment.

Connect with your designated Set Etiquette trained Attorney

Schedule the best time for your free training. We recommend that the training occur during your pre-production meeting. Meet with your designated trained attorney during an introductory call so that the training can be tailored to your production's needs.

Appoint Set Responders

Designate at least two individuals on your production as “Set Responders” to help serve as points of contact for any issues or questions relevant to the Set Etiquette Training that may arise during the course of the production. Provide these individuals with the *Guidelines for Set Responders* document and help them learn their role.

Share the Code of Conduct

Distribute a Code of Conduct (see template *Set Etiquette Code of Conduct*) to all cast and crew on the production. You might include this document in your payroll packet or ask Department Heads to distribute and collect it.

Attend the Set Etiquette Training

All leadership, cast and crew involved in the production should attend the training session, including all Producers, Department Heads and Set Responders. The more people of authority who attend, the more effective the message will be that harassment and discrimination will not be tolerated.

Keep Set Etiquette Visible

Reinforce respectful behavior throughout production:

- Post and share materials from the training in visible areas on set.
- Remind your team regularly, such as during safety briefings or production meetings.
- Ensure new crew are briefed on Set Etiquette as soon as they join.

Handle Issues Quickly and Fairly

Resolve allegations in an appropriate and timely manner. Use the Incident Log to document and resolve complaints and issues as they arise.

Ask for Help when Needed

Use your program-provided, free legal consultation when needed to resolve issues. Production companies get two hours of free legal advice from an attorney as part of the Set Etiquette Training program!

Tips for selecting Set Responders:

- Pick individuals who are approachable, fair-minded and comfortable with receiving or elevating relevant issues
- Aim for diverse representation (gender, ethnicity)
- Cover different locations (e.g., base camp, production office, or on location)

For more tools & resources:
producersguild.org/set