

STANDARD OPERATING PROCEDURES

Guidelines & Job Description – What I need to do after I get some experience?

These procedures were designed to give the person responsible in this area some indication to what needs to be achieved after a lengthy exposure and work experience. The person(s) selected for this particular position will be allowed time to adjust and train him/herself while working with the producer. Not in-depth experience or qualification is required at this stage. Please come along and share your experience with the rest of us. Thank you.

CLAPPER LOADER

A **clapper loader** is part of a film crew, whose primary task is to operate the clapperboard (slate) at the beginning of each take and to load the raw film stock into camera magazines.

A **clapperboard** is a device used in the movie industry to synchronize sound and video. A typical clapperboard consists of a board or slate with a hinged piece of wood attached. Details of the shot being filmed are written on the board which is held in front of the camera at the beginning (or sometimes the end) of that shot. These details are also read aloud and then the clapper is literally clapped against the board. The frame at which the clapper closes can then be matched to the corresponding *clap* on the soundtrack, allowing the sound and picture to be synchronized for editing purposes.

Focus puller

In cinematography, a **focus puller** or **first assistant camera** (1 AC) is the member of a film crew responsible for keeping the camera's [focus](#) right during a shoot. Often this requires **pulling** the focus with a follow focus device during the [take](#) without looking through the camera (the camera operator is doing that), to compensate for camera or subject movement. The margin for error is often very small, as little as 1/4 or 1/8th of an inch (3 - 6 mm). Most people on the set will agree that the focus puller's job is the most technically difficult of any during production.

To accurately focus on the subject, it's common to measure the distance (usually with a tape measure or, more recently, with electronic tape measures using lasers) between the camera and the subject being focused before the take. Specifically the measurement is from subject to [film plane](#) or image sensor, most movie cameras have a little stud even with the [film plane](#) where the focus puller will attach his tape measure. Professional 1st AC's have many tricks for pulling focus in difficult situations, such as when accurate measurement is impossible.

The 1st AC is also responsible for maintaining the camera including keeping the lens and [film gate](#) clean during filming. They are also responsible for placing filters in the [matte box](#) in front of the lens and for being aware of [lens flares](#).

Clapperboard was also the name of a [1970s BBC children's television quiz show](#), hosted by [Chris Kelly](#), in which child contestants had to answer questions based on [movie](#) clips. The show was aired on [Granada Television](#) and lasted 254 [episodes](#). It was [produced](#) by [Muriel Young](#).

The **clapper loader** also works as an assistant to the 1. AC (assistant camera) / focus puller and is more commonly known in the industry as a 2nd AC.

These Standard Operating Procedures [SOP] were designed only to be a guide and help to you.



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