



The Film & TV
Educators Network



Radio Etiquette

Pause, then respond: Be SURE the person has finished talking, wait a moment, then press the button to speak yourself.

Be brief, or take it elsewhere: If you can't say it quick, take it to Channel 2.

Carry a spare battery. Or two: Clip them to your belt and stick a small piece of tape on them when they're dead or dump in the dead battery box, so you don't get confused.

Sacrifice your radio: If they're important, and their radio dies, give yours up and run to get another.

Buy your own earpiece: They're readily available online and will stop you having to wear something suspect.

Speak at a distance/watch your volume: Keep the radio away from your face and watch the volume dial.

Check your channel: Before you talk and every-so-often, check you're on the right channel.

Be professional and always think someone is listening: Be considerate with what you say on the radio as others may be listening – this is true of real-life as well as on set.

Don't confirm, unless you're sure: Ask to repeat or check it on Channel 2.

Be honest: If you say you're standing by, and you're not, it's likely your boss will know.

Check your radio before you 10-1 (or 10-2): Make sure you're not keying and you're also, not dropping it into the toilet.

Never sound panicked/overwhelmed: You're a professional. No matter the drama, you're cool and collected when people are listening.

Listen to everything on your channel, even if you're not being called: You could be useful and remember, the more prepared you are, the more proactive you can be.

Where possible, deliver bad news in person: If something has gone wrong, don't say it over the radio, unless it is urgent. And then, on Channel 2.

Hold your radio if you run: It will go flying off and if you're running, you're busy. You don't want to have to stop to pick it up.

There is a full set of Teaching Production Management in Practice resources for using radios on set on the resources section of our website.



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