

Chapter 31 — Walk The Talk Means Being Prepared

You'll Be Working Because You'll Be Better Prepared

I've been writing this booklet, off and on, for about 15 years now. I periodically survey a new film school graduate, or a crew member with a couple of years experience. My surveys are designed to find out what they don't know, but should, in order to take control of their own careers.

It's with fresh surprise at each survey that I find a blend of fear and ignorance about many of the most basic administrative procedures. In many cases even the basic necessities of getting petty cash, signing up for payroll, preparing purchase orders, are confused and bumbled.

The preparation of Departmental Budgets, or of reading a Cost Report, is so far from their understanding that the mention of it just brings blank stares.

The Department Heads, and their 1st Assistants, would LOVE to turn over their paperwork to an ambitious new recruit who had the training in basic administration. Most Department Heads are still bumbling through their Purchase Orders, mixing up the entries and ignoring the blanks. If you, as a new recruit, could do things like:

- Prepare Check Requisitions for the department,
- Prepare the Requests For Petty Cash Advances and prepare the Petty Cash Envelopes for the department,
- Prepare Purchase Orders for the department,

THE DEPARTMENT HEADS WOULD BE FIGHTING FOR YOUR SERVICES.

So, let's train you on those things! Once the word gets out that you're excellent at administrative work you'll be much in demand.