



EASY READ DOCUMENTS

JUNE 2024



Background

As part of Sky's commitment to support disabled cast & crew on our shows, we have a series of "Easy Read" document templates available to help make productions more accessible to neurodivergent talent.

The documents are designed to help neurodivergent cast & crew navigate typically inaccessible production documents in a format that's more accessible to them. This guide is here to help you understand and adapt them.

This pack was originally created by the team behind *Inside Our Autistic Minds*, a BBC Studios documentary made in collaboration with autistic people in front of and behind the camera. We want to say a big thank you to the BBC Studios team for sharing these documents for wider use across the industry, as they are a valuable asset in creating more inclusive working environments for everyone on our productions.

We hope these documents are useful in your production and encourage your feedback.



What's in the Pack?

1. Contributor Call Sheets
2. UK Filming Crew Call Sheets
3. International Filming Crew Call Sheets
4. What to Expect
5. What to Expect After Filming
6. About Me
7. Social Stories
8. Blank Easy Read
9. Icons

Project Title:
Call Sheet # Block #

sky studios



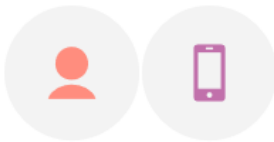
When is filming?

[DAY] [DATE]
[TIMES]



Where is filming?

[LOCATION ADDRESS]
Google Link: XYZ
What3Words: XYZ



Who is my point of contact?

[FULL NAME & ROLE]
Mobile number: XYZ
Email address: XYZ

Call Sheets

The Easy Read pack includes crew call sheets for UK and International filming, as well as cast call sheets.

We have highlighted the information you would need to fill in, and there are some examples of what to write included in the templates.

All productions are different, so you may want to make adjustments to these documents to suit your needs.

Project Title:
What to expect?

sky studios



What to expect
on the 1st day of filming?

[EXAMPLE BELOW]
Meeting **[PRESENTER/ACTOR]**



Before filming, we will send you a Call Sheet, which is a document that is sent out to all involved with filming. It will outline the plans for the **day** so everyone is fully prepared for the day ahead. This will be sent out by **[PROD POC]**.

[PROVIDE DETAILS OF WHAT THE CONTRIBUTOR WILL BE DOING ON THEIR FIRST DAY]

- Who will they meet?
- What will they be doing?
- Is there any extra information they should know about?

What to Expect?

This document is intended to be given to contributors at the beginning of a production. It is a step-by-step guide, advising contributors on 'what to expect' at each stage of a production.

This could include guidance on things such as what to wear to a shoot, the type of paperwork to expect and introducing contributors to the team and describing their roles.

We have highlighted the information you would need to fill in, and there are some examples of what to write included in the templates.

Project Title:

What to expect after filming?

sky studios



What is this document?

Now filming is complete, this document informs you of what to expect from now on. Although filming has finished, your safety and mental wellbeing is still important to us.

There are a number of ways you may be affected by your involvement in the show.

This document is designed to give you some practical tips and advice.



What to expect before show transmission?

After editing, it may be some months when this show finally transmits on television. But as soon as we have a date [PROD POC] will let you know in advance. Sometimes this will be a month before transmission but can be as little as 2 weeks.

The show will go out on [CHANNEL HERE] and will also be available on NOW TV.

What to Expect After Filming?

This document is sent to contributors when filming has wrapped on a production and prepares them for the programme airing.

This document outlines what contributors can expect when filming is over and the edit is underway.

Contributors often hear less from the production team during the edit, and this can make some people feel anxious. Being clear about how communications change throughout a production can be helpful to contributors.

Production may want to send this document again before transmission to remind contributors what to expect.

We have highlighted the information you would need to fill in, and there are some examples of what to write included in the templates.

Project:
Social Stories

sky studios



Example 1.
You are working on a
Sky Studios TV Production



The show being produced
is called **XYZ**



Your role is a **XYZ**

Social Stories

Social Stories are a type of document created by Carol Gray in 1991. They are short descriptions of a particular situation, event or activity, which include specific information about what to expect in that situation and why.

Social Stories can help someone:

- Understand how others might behave or respond in a particular situation
- Understand the perspective of a neurodivergent person
- Understand why a neurodivergent person may respond or behave in a particular way
- Cope with changes in schedule/routine, unexpected or distressing events
- Provide positive feedback/constructive criticism about someone's contributions

A Social Story should be shared with the recipient in a calm, relaxing situation using a straightforward approach. Once shared, retain the story in a safe space with a digital or hard copy. This way they can be re-shared with the individual or updated at a later date.

Project:
Social Stories

sky studios



You will need to arrive at the
filming location at [TIME]
on [DATE].



The location of filming is XYZ
Google Link: XYZ
What3Words: XYZ



[ADDRESS]

How to Write a Social Story

Picture the goal of the story and note the purpose – what does a person need to understand to achieve the goal?


- Gather any relevant information you need
- Where does the event occur, who will be there, when will it begin/end, etc.?
- Is there a particular guaranteed outcome? If not, use words such as 'sometimes', 'usually', or 'occasionally'
- Make sure you have all the correct information about the person the story is for, e.g. disability, support needs, age, gender, pronouns

Tailor the text to the specific person


- Use gentle and supportive language
- Answer where, when, who, how and why
- Use descriptive sentences that accurately describe the context
- Use coaching sentences to gently guide behaviour (e.g. it's okay to ask another person on production for help)
- Avoid using words that may cause the person anxiety or distress

[PROJECT] [DEPARTMENT]
About Me

sky studios



Name:
Preferred Pronouns:



What is this document?

We want make sure filming/ working in the office is an enjoyable experience for you.

The purpose of this document is for you to outline any adjustments you may need.

Please tell us what we can do to help to you feel comfortable.

This form is confidential. It means we won't share this information with anyone outside of this production.

Nothing that you write on this form will affect our decisions about whether or not to include you in the show.

You don't have to answer all the questions if you don't want to.

1

About Me

The 'About Me' document is a questionnaire that can be sent to cast & crew members. The document aims to help individuals communicate their needs, so production make adjustments where necessary.

It is similar to a Health Passport used by some productions but designed to be more all-encompassing and suitable for all members of the production.

These documents were originally created for use by autistic people, to help identify the specific needs of cast & crew (e.g. sensory sensitivities).

You may want to add other questions to better suit the needs of your production.

We advise that you elect one point of contact to send this document and ensure the individual is comfortable with this information being shared with the production team.



Templates and Icons

You may want to create your own Easy Read documents for your production i.e. a Risk Assessment, health declaration form, or a newsletter. Therefore, we have provided you with a blank template to use as you see fit.

We have provided a series of bespoke Easy Read icons for you to use on the template documents.

Each icon comes in three different colours – it is worth noting that the use of alternating colours (e.g. not having a page filled with orange icons) helps neurodivergent people scan a document easier.

Iconography



Film Camera



Clapper Board



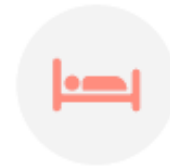
Speaker



Location Pin



Phone



Accommodation



Room Key



TV Programme



Document



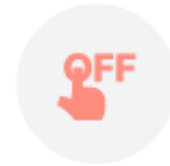
Still Camera



Social Media



Lock



Switch Off



Block



Social Platforms



Mind



World



Question



Contact



Thumbs Up



Not Agreeing

Iconography



Legal



Contact Details



Signature



Thank You



Food



Checklist



Clothes



Personal Archive



Writing



Police Station



Car



Boat



Train



Taxi



Plane



House



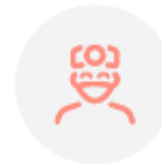
Location



Covid



Covid Officer



Medic



Covid Test

Iconography



Covid Mask



Covid Hygiene



Distancing



Hospital



Production Box



Expenses



Production Still



Time



Smile



Thinking



Diversity



Person



Raising Hands



Parking



Health and Safety



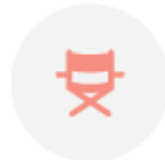
Danger



First Aid



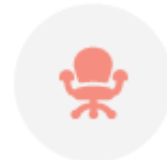
Suppliers



Director



Filming crew



Office crew

Iconography



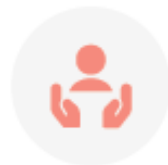
Production Folder



Map



Medvac



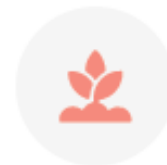
Safeguarding



Currency



Suitcase



Sustainability



Clock No Time



Albert

Iconography – Colour Variants



Film Camera



Clapper Board



Speaker



Location Pin



Phone



Accommodation



Room Key



Film Camera



Clapper Board



Speaker



Location Pin



Phone



Accommodation



Room Key



Film Camera



Clapper Board



Speaker



Location Pin



Phone



Accommodation



Room Key

Iconography



Film Camera Orange.svg




Film Camera Purple.svg



Film Camera Green.svg

Project Title:
Call Sheet # Block #

sky studios




Where am I staying?

[HOTEL NAME] [EL NAME]

[HOTEL ADDRESS] [HOTEL ADDRESS]

Check in: [XYZ]
Check out: [XYZ]
Breakfast served at [TIME]
Check in requirements passed on [DATE]
£[XYZ] per day



Who is staying at the hotel?

Name (Role)

Name (Role)

Booking Ref: #[XYZ]
c/o [SUPPLIER]

2

Typography

Programme title:

Font: Arial 16pt Bold

Document title:

Font: Arial 22pt Bold

Section heading – under images on the left:

Font: Arial 14pt Regular

Character spacing: 110%

Colour: Hex #262626

Body copy – on the right:

Font: Arial 12pt Regular

Character spacing: 110%

Colour: Hex #262626

Project Title:
What to expect after filming? sky studios



Should I read comments
on social media?

Do your best not to look up comments about the show on social media. If you do see an unpleasant comment, do your best to ignore it.

This can be really difficult, but don't engage in an argument – most people who post unpleasant things online only do it to try to get an angry or upset response, so do not give them the satisfaction of knowing it upset you.



What happens if I see
an unpleasant comment
on my social media?

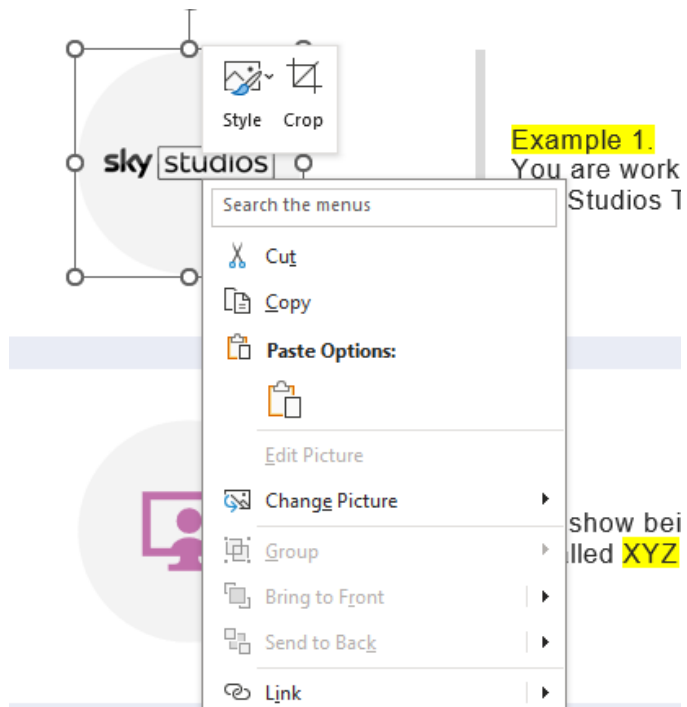
Block the user.

Report them to the social
media platform.

Let **[PROD POC]** know. Screenshot the
comment and note the date and time.

Correct Usage

- Text on the right, icons and images on the left
- The font, weight, line spacing and colour must be consistent
- Body copy to be left aligned, dates etc. can be centred
- Do not use all caps
- Do not force justify, this causes legibility issues
- Only use the approved icons
- Alternate the icon colours on each page
- Copying text from one word document to another will bring text formatting with it. It's best to type within the template or clear formatting by first copying into a basic text editor such as text edit and then copying into the word template
- Using single colour backgrounds and avoiding background patterns or pictures
- Using sufficient contrast levels between background and text
- Use cream or soft pastel colours
- When sending we advise you send this as a Word document to your end user. Do make sure the end user has Word software installed on their laptops and the Word app on their phones.



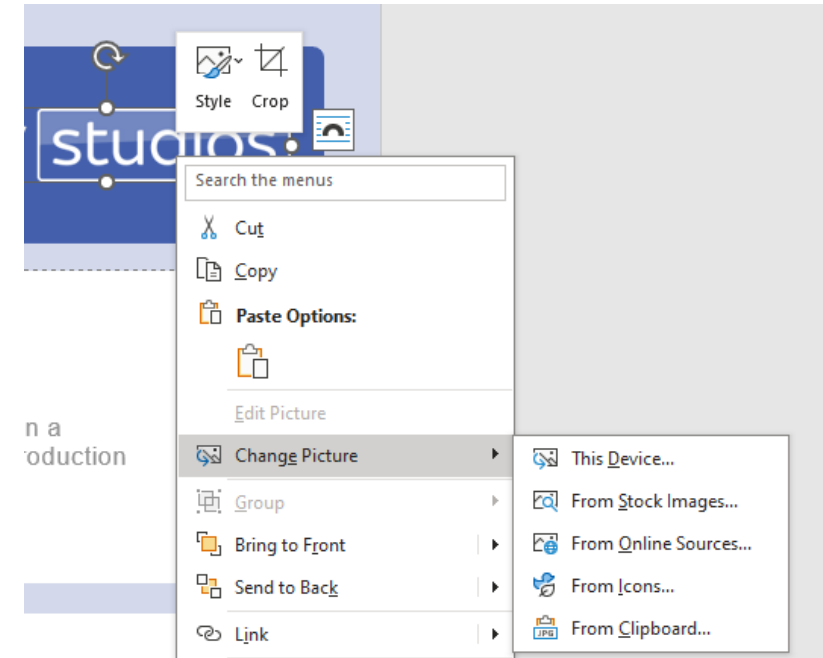
Changing Icons

To change an icon or image, select it then use:

Change graphic > From a file...

navigate to the icon folder and choose a new file.

Note: You will need to download the icons to use them



Changing Logo

To change the logo in the header & footer area, select it and use:

Change picture > From a file...

navigate to your logo and replace.

You can then resize and position as appropriate.



Tips for Writing Easy Reads

- Be concise: avoid using long, dense paragraphs
- Write in simple, clear language
- Avoid double negatives

Tips for Writing Easy Reads

Training and awareness is key – resources and guides are available on the following websites.

<https://www.autism.org.uk/>

<https://www.bdadyslexia.org.uk/>

<https://www.adhdfoundation.org.uk/>

If you have any feedback, please send this to your Production Executive.

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