



## MATTJACKSON | VFX ARTIST

### The 'Pencil' Scheduling system

The 'pencil system' has its legacy in the early years of post-production (80's / 90's). Schedulers used large cardboard sheets, which represented one calendar week vs the various facilities offered. Pencil was used to mark in potential diary entries, as things became definite/confirmed, these entries were marked in permanent pen.

#### Confirmed

- 'Confirmed time' is a definite booking with us for a defined set of dates.
- We are exclusively working with you, on your project.
- When you have confirmed time we notify all other pencils to say that we are now unavailable.
- We'll also turn away other potential work saying we are now unavailable.
- There's a 'no cancellation' policy for a confirmed time, as all other potential work will have been turned away.
- pencilled dates or further confirmed time can be added to this, but not taken away.

#### 1st Pencil

- Should you contact us about potential time (and it's available) you'll be offered the 1st Pencil.
- This means you have 1st refusal on the time reserved.
- You can confirm this time at any point.
- If the 2nd Pencil or 3rd pencil are in a position to confirm time they can challenge the 1st pencil.
- You'll exclusively be offered 1st refusal to 'confirm or release' the time. (usually 24hrs).
- If you confirm it means your 1st pencil becomes confirmed time (and we are exclusively yours)
- if you release the time you lose all options for that time.

#### 2nd Pencil

- Should you contact us about potential work (and 1st pencil is taken) you'll be offered the 2nd Pencil.
- This means you have 2nd refusal on the time reserved.
- If the 1st pencil confirm their time, you will be immediately notified that the time is no longer available.
- If you are in a position to confirm your pencil, you can challenge the 1st pencil (this is only if you can confirm).
- We will then contact the 1st pencil and offer them the opportunity to confirm/release their time (usually 24hrs).
- If they cannot confirm, then the time becomes a confirmed booking with you.

#### 3rd Pencil

- Should you contact us about potential work (and 1st & 2nd pencil is taken) you'll be offered the 3rd Pencil.
- This means you have 3rd refusal on the time reserved.
- If the 1st pencil confirm their time, you will be immediately notified that we are no longer available.
- If you are in a position to confirm your pencil, you can challenge the 1st pencil (only do this if you can confirm).
- This means we will contact the 1st pencil and 2nd pencil to offer them the opportunity to confirm/release their time (usually 24hrs).
- If they cannot confirm, then the time is yours (confirmed booking).

#### 4th Pencil

- This is more of a diary note to contact you if all others fall away (this can happen).
- You'd be surprised at how often a 3rd or 4th pencil can get the confirmed time.

### Common Scenarios

#### You have a 1st pencil and want to confirm time.

Get in touch with us and let us know that you want to confirm time, we'll change your 1st pencil to a confirmed booking. When you have confirmed time we notify all other pencils to say that we are now unavailable. We'll also turn away other potential work saying we are now unavailable. We are exclusively working with you, on your project.

#### You have the 1st pencil and the 2nd Pencil is challenging (or 3rd).

You have 1st pencil, so you have 1st refusal. We'll get in touch and give you a chance to either confirm your time, or release it. We'll mutually agree a time frame for you to talk to your colleagues. (usually 24hrs) If you can confirm, then it's yours. If you aren't able to confirm at within that time frame, then the time is released to the challenging pencil.

#### You have a 2nd pencil and want to confirm time.

Get in touch with us and let us know that you want to confirm time, and would like to challenge the 1st Pencil. We'll contact the 1st pencil

and give them a reasonable chance to to confirm or release. If they confirm we'll let you know the time has gone. If they cannot confirm then the time becomes confirmed time with you. You then have the time exclusively.

**You have the 2nd pencil and the 1st pencil has confirmed.**

We will let you know that we're no longer available.

**You have the 2nd pencil and the 3rd Pencil is challenging.**

You have 2nd pencil, so you you have 2nd refusal. We'll get in touch and give you a chance to either confirm your time, or release it. We'll mutually agree a time frame for you to talk to your colleagues. (usually 24hrs) If you can confirm, then it's yours. If you aren't able to confirm at within that time frame, then the time is released to the challenging pencil.

**You have a 3rd pencil and want to confirm time.**

Get in touch with us and let us know that you want to confirm time, and would like to challenge the 1st & 2nd Pencil. We'll contact the 1st & 2nd pencil and give them a reasonable chance to to confirm or release. If they confirm we'll let you know the time has gone. If they cannot confirm then the time becomes confirmed time with you. You then have the time exclusively.

**Further notes**

- Its really helpful to know how things are progressing, so please feel free to update us as things develop with your plans.
- Its not essential but nice to know about what the project is and the type of work (we understand it's not always possible)
- We will try and update you with our bookings as transparently as possible.
- We will not share details of which Clients Companies or Projects have pencils to avoid conflicts of interest.



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