Punchclock and Production Event Job Time Sheet

How do I request or suggest a change to a script or task, or activity or related work duty?

All changes or suggestions to change, omit, or improve something relating to a duty, task, script, stage direction or procedure has to follow the procedure as outlined below.

AT NO POINT is a worker or crew member or actor or performer allowed to take short-cuts, change the directions stated to suit them or another person, or not follow the instructions or script provided.Â Any changes or feeling the need to change the way something is to be done must be communicated to the supervisor and approval be obtained by the supervisor.Â Approval must be documented on the appropriate SLACK channel for documentation before it can be changed or done by the worker.Â If it is not documented on the appropriate SLACK channel, it will be deemed by the company as not officially approved and deemed invalid.Â Therefore carry out the duties that were alleged to be changed will be at the responsibility of the supervisor and the worker.

Important Note:

1. The **Request suggests change to script or task, or activity or related work duty form** is to be used for long term effects of the change to the specific area and not for small incidental changes that can occur on a one-off daily or weekly change.Â The form should only be used for a suggestion or request to change that is to be more permanent and has a long term effect of that specific item or area.

2. For small one-off changes that can occur on a daily basis, this should be done on slack at the immediate time of the request of change.

To request a change or offer a suggestion for a long-term effect follow these steps:

1. Verbally bring it to the attention of the supervisor of that department or the supervisor who is your department leader.
2. If the supervisor feels it has validity you then are required to complete the company form labelled **Request / Suggestion to Improve.**

3. Fill out the form and answer all questions. To access the Change, Suggest, Request form click here.Â
4. Ensure that you have correctly copied and pasted your Supervisor's work email on the form.Â
5. Once you receive the online confirmation your suggestion has been filed, select the appropriate channel on SLACK and copy the Submission ID and inform your Supervisor you have completed it. This should not be a Direct Message. **Make sure your Supervisor**'s slack TAG Name has been added to your suggestion.
6. Your supervisor will then be required to copy the details into the Company Project Management System for review by Senior Management.
7. You will be informed of the outcome of your request for change, once a decision is made.

Questions Asked and Answered:

1. David Phillip | 29-May-2020 04:08 |
   What do i do if I feel a suggested change should be made but my supervisor does not support my request however I feel strongly enough that the suggestion should formally be made and submitted for consideration?
   a. answered by @barbara.green 29-May-2020 08:51

© 2026 Nikolas Harrington <support@iconic.productions> | 18-Nov-2026 09:04
https://staff.iconic.productions/KB/content/0cat=67/442/en/how-do-i-request-or-suggest-a-change-to-a-script-or-task-or-activity-or-related-work-duty

    a. Dear I hope this never happens.Â If it does you are still allowed to submit the request and in make a note using the Other option and explaining what your supervisor said and why you feel it is really important.

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2. David Phillip | 21-May-2020 01:18 |
   Still awaiting on link access to form.
    a. answered by @beau.sherman 23-May-2020 15:34
        a. Sorry the form was always on the server.Â The link to the form was not coded into the FAQ.Â Fixed and available.

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3. David Phillip | 05-May-2020 03:58 |
   Do we have access to the "Request / Suggestion to Improve" link?
    a. answered by @barbara.green | 06-May-2020 13:56 |
        a. Yes dear. All you do is click on the words next to company form labelled Request / Suggestion.

Attached files:

Unique solution ID: #1441
Author: n/a
Last update: 23-May-2020 03:08

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