eccholine

WhatsApp

Group Chat Guidelines for Productions

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1 The **Line Producer** initiates major crew work groups on each production. He/she makes the selection of the groups, its members, and gives the right name to the group. It is also the Line Producer who edits and removes all work groups after each production.

It's no problem to create other groups for team members such as 'Game Team A', 'MC' etc. Feel free to do so. *We want to draw your attention primarily to the 'official' (not private) crew groups.

2 WhatsApp groups are created to share **relevant** information.

Only respond if necessary.
You do not need to acknowledge receipt of every single message with a thumb up or smiley emojis.
The volume of messages can be overwhelming, and the core message can be easily lost.

3 At Eccholine we are striving to create a **positive solution-oriented** environment. With that in mind, if you are facing problems, have concerns or issues, do not post negative comment or information in the group chat. Respond in a professional way and address the line producer or person concerned directly if needed.

4 Conversations between **2 people** do not belong in a group.

5 We use **English** as a production language, also in WhatsApp.

6

When you make a WhatsApp message, try to be **to the point** and send out 1 message if possible. It's easier to read and reply on the question.

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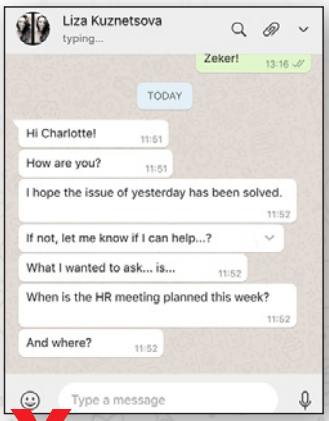
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