

How to have a Wash-up Meeting



What's a wash-up?

A post-project meeting to work out what went well, what went wrong, and the lessons that can be learned.

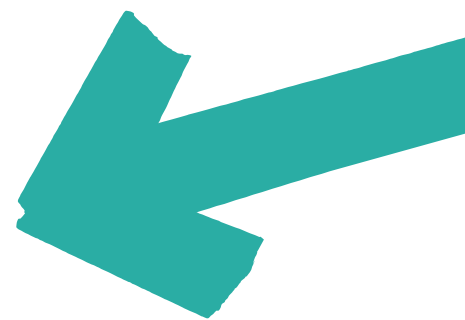
To achieve greater wellbeing on productions, the film and TV industry is working towards developing a mindset and workplace culture that is open to feedback and reflection. The 'wash-up meeting' is an ideal opportunity to make this happen.

Just as every production starts with a production meeting where everyone has an opportunity to discuss how things should go and ensure they're all on the same page, this should happen at the end of a project too. It takes time for change to happen, but by committing to a wash-up session at the end of each production, you can identify **what you want to stop doing, start doing or continue doing**.

Honesty and learning lessons

It's often the case in our industry that we feel like we've been pushed to the limit, giving all of ourselves for a sustained period of time to get to the other side. Give the members of your team the opportunity to give honest feedback so that valuable learning can take place.

It feels daunting to discuss problems and so much easier to avoid these conversations and move on to the next job without having time to process or acknowledge your experiences. Of course, there might not always be time, with many freelancers lining up their next jobs, but creating an opportunity for closure sets the right parameters for mentally healthy productions.



Be positive: celebrate success

It's equally important to celebrate successes and champion great work. Make sure you listen to your team and their suggestions, as this will help to make improvements going forward.

Remember to go into this process in a positive way, talking as a united team and creating an opportunity for junior members to share their thoughts too.

How to have the meeting

You might want to assign a facilitator or chair to the meeting, whose job it is to make sure the meeting stays within a certain timeframe and that all the items on the agenda are covered.

Outcomes, actions and questions should be properly recorded and actioned – and passed on to senior leaders like commissioners, execs and broadcasters.

The agenda is up to you, but you may want to include the following:

1. What went well?
2. What didn't go well?
3. What can we do to avoid making the same mistake(s) going forward?
4. What lessons have we learned?
5. What can we do better?
6. What is one learning that we will take away from this production?
7. Did you feel supported? / Did you know who to turn to for support, if needed?

TIP: This is an opportunity to remind your team of what (if any) aftercare support is available to them and for how long.

Remember: encourage honesty (for the good and bad!)

