

PROD 379 Filming Guidelines – Spring 2026
For Projects Filming Outside of Class Time
Production Administration Team

*Note: PAT has created a Safety Hotline for students to report any unsafe, risky or inappropriate actions. If a student feels that production safety guidelines are not being followed, they can make a report by calling or emailing the **SFTV Safety Hotline: (310) 258-2686, sftvsafetyhotline@lmu.edu**

A. Approval Process

1. All projects (script and production plans) must first be approved by your professor.
2. Before filming, students will request approval by submitting required production documents through the [SFTV On Tap project approval link](#),

*Note: Any concerns about your project should be discussed with PAT and your professor **BEFORE** you lock your script or production plan. Your point person for such questions and for the approval process is determined by your course.

For PROD 379: Malik McCrea, Com Art 103, Email: Malik.McCrea@lmu.edu

B. Cast and Crew Requirements

1. If possible, to use only LMU as cast and crew please do so. Refer to the [CFA Open Casting Call](#) for resources on casting LMU actors.
2. No more than 5 cast and crew.

C. Location Requirements

1. Any project filmed outside of class time will require a permit for either on or off campus. If you go off campus even at your own house, you will need to get a FilmLA permit or whatever jurisdiction permit needed for that location.
2. If you are filming in your on-campus dorm/apt you will need to get the Housing Form (found on the wall in SPO) and have it signed by the people who live there and also your RD and then go to Leavey 6 room 101 and have housing sign off on it. Once you have done that please upload the fully signed form as an attachment to your TAP. Remember, anytime you are shooting in a dorm, you require this [form](#).

D. Permits: Filming On or Off Campus

1. Students can only submit for on campus permits on [MAZEVO](#) **after** submitting their project on SFTV on TAP. Why? You need the project number (SFTVXXXX) generated on TAP.
 - a. Directions on how to use Mazevo can be found [here](#).
 - b. Mazevo can be used for permitting the Seaver standing sets.
2. Permits for dorms can be filled out using this [form](#). Dorm permits require RD and roommate signatures.

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3. Students can submit for off campus permits **after** submitting their project on SFTV on TAP.
 - a. Directions on how to submit a FilmLA permit can be found [here](#).
 - b. FilmLA will request proof you are a student. Forward this email to [Malik McCrea](#).
 - c. Note: For answers about the permitting process and production/location costs, please reach out to one of the PAT team and / or visit the Student Production Office Questions?

F. Equipment

Note: THE FILMMAKER and INSTRUCTOR ARE ENCOURAGED to have discussions regarding equipment before the student is asked to reserve equipment.

1. Camera:
 - a. Available: Sony Z200, Bogen Tripod, Slate, Gray Card
 - b. Students provide record media
 - c. Process (with Links to [reservation](#) or [info](#))
2. Lighting and Grip (L&G):
 - a. Outside Light Rentals are not allowed.
 - b. L&G dept. has given these classes some small lights for class, and they have a three light kit and grip gear in HFP 108. They don't get to check out for projects.
 - c. If a need for their outside project from class, then please discuss with your professor and Aaron Dowell in L&G and he may be able to provide some small lighting but no LED's. If Available: Small 3-light package (combination of tweenies, minis) 3 stands, stingers, sandbags, Flex- Fill.
3. Sound:
 - a. Available: A shotgun microphone, a short XLR cable and a shockmount
 - b. **If using their own equipment, none will be provided.**
 - c. Process (with Links to [reservation](#) or [info](#))