

# FILMMAKER AGREEMENT

For Intermediate and Advanced Projects



Loyola Marymount University  
School of  
Film and Television

**Title of Project:** \_\_\_\_\_

**Student Filmmaker's Name:** \_\_\_\_\_

**Dates of Production:** \_\_\_\_\_

SFTV sets must be workplaces free of discrimination of all types of abusive, offensive, or harassing behavior. SFTV has a SAFETY HOTLINE (310-258-2686) where you or any cast/crew member have the responsibility to report behavior or instances that are unsafe or violate SFTV Production / COVID policies. We will hold you and your crew to high professional and ethical standards even as you learn and navigate the complexities of film production.

A Health Safety Supervisor HSS, who is an LMU student, must be on every film.

**As the Filmmaker of this project, I promise to:**

- Be prepared and organized.
- Communicate to all crew well in advance the shoot dates and their positions & responsibilities they are required to work.
- Only film scenes and actions that have been approved by the SFTV Production Administration Team (PAT).
- Treat all crew/cast members and the public with respect.
- Work no more than 12 hours a day.
- Provide crew/cast with nourishing meals (including craft service, lunch, and/or dinner) and restroom access.
- Ensure all cast and crew have transportation.
- Before starting your filming for the day, hold a Safety Meeting with the AD to review the day's work, safety issues and answer any crew questions.
- Treat your location with respect – leave it as you received it and be mindful of the public and neighbors.
- Distribute, at minimum, the following days CALL SHEETS to all cast and crew, including attachments that clearly outline reporting instructions, work expectations for the day, special instructions for equipment use, weather notations, safety bulletins, and COVID Safety expectations.

**Hold your crew to the following standards**

- Honor their commitment to you and to work all agreed-upon days
- Arrive on time and ready to work
- Work, as directed until “wrap” is called or 12 work hours have elapsed.
- Stay updated on Call Sheet instructions and updates.

**EVERYONE MUST:**

- Adhere to the [LMU SFTV Production](#) and [COVID safety procedures](#) and [Set Etiquette and On Set Best Practices](#)
- Adhere to COVID safety Guidelines, Community Updates, Agreements
- Treat others the way you would like to be treated.
- Wear proper footwear and clothing. Keep in mind that you are going to be on your feet for a long, long time. Make sure to bring protective equipment like gloves, sunglasses, and a hat.
- Carry a “set bag” that contains rain gear and cold weather gear. The weather can change. Be prepared.
- Cast and crew should only use cell phones for work-related texts and calls while on set.

**EVERYONE MUST ADHERE TO THE [SFTV & UNIVERSITY CODE OF CONDUCT AND ACADEMIC DISHONESTY POLICIES](#). ANY VIOLATIONS WILL BE REPORTED TO THE APPROPRIATE DEPARTMENT.**

- Please understand everyone must adhere to the Code and Conduct policies. Any violations will be reported to the appropriate department.
- [SFTV Student Code of Conduct](#) & [Academic Dishonesty Violations](#)
- Failure to adhere to the LMU SFTV Production safety procedures, COVID safety Guidelines, Community Updates, and Agreements will result in disciplinary action, including grade reduction, fines, loss of equipment, facilities, or screening privileges; course failure, suspension or expulsion from the University.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_