

PROD 490/492 Filming Guidelines – SPRING 2023
Production Administration Team
12/19/2022

***Note:** PAT has created a Safety Hotline for students to report any unsafe, risky or inappropriate actions. If a student feels that production or COVID 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

All projects (script and production plans) must first be approved by your professor.

- I. 490/492 projects are approved for filming weeks 4-10.
1. ALL PROJECTS, both NARRATIVE and DOCUMENTARY, are required to attend the virtual PRODUCTION SCHEDULING MEETING – FRIDAY, JANUARY 13. 490/492 will attend from 12:30-1:30pm.
 - i. All projects will be allowed to schedule ONE weekend only – 3 days. Documentary projects are the exception and will be allowed to schedule throughout the semester after selecting at least one weekend during the production scheduling meeting.
 - ii. There will be no more than 5 (five) 490 NARRATIVE shoots on any weekend.
2. All projects require RISK MANAGEMENT APPROVAL no less than 3 weeks prior to filming. This lead-time allows for the Risk Management to review and ask any questions that require clarity for their approval.
3. **No less than 3 Weeks** before filming, students will request approval by submitting required production documents through the [SFTV On Tap project approval link](#), the new online submission portal, and scheduling an Approval Meeting with PAT using [Bookings](#). (6) documents are required at the time of submission:
 - i. Approval from your professor (use Coversheet link below)
 - ii. Script (properly numbered, with [coversheet](#))
 - iii. Budget (draft is fine)
 - iv. One-Line Schedule (draft is fine)
 - v. Cast and Crew List (committed so far)
 - vi. [Filmmaker Deal Memo](#)

***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:

[BOOKINGS with Laura Greenlee for the 400 level projects.](#)

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B. Locations and Permits: Filming On and 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. Peruse the [Location Directory](#) for on campus locations.
 - c. Be succinct with your request. If you book the Bluff for 12 hours but only need it for 4-hours, your request will be sent back to you. Your shooting schedule should dictate how much time you have.
 - d. If your location requires heavy production design, on campus might not work for your project.
2. 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 Deb McClune or Laura Greenlee.

*Note: For answers about the permitting process and production/location costs, please reach out to [Nyla Manuel](#), and visit the Student Production Office on either campus.

Questions? We have answers: Contact us at sftvprodadmin@lmu.edu.

C. Vaccinations and Testing

1. All NON-LMU cast and crew must provide proof of being up to date on their vaccinations. It is required that everyone tests with a PCR test no more than two days before set, OR no more than one day before set with an Antigen test. It is strongly advised that you also test earlier in the week to allow time for re-casting/re-crewing in the case of a positive test.
2. You will be required to follow the most up to date municipal and University masking protocols at the time of your shoot. It is always advised to utilize masking and distancing for an extra level of precaution.
3. A COVID Health and Safety supervisor is always required on your set. They must check in each cast and crew member, monitor safe COVID practices, and their role cannot have a shared role with 1st AD or a producer that would be required to be off set (i.e. picking up lunch, set dressing, cast, etc.)

D. Equipment

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1. Camera:
 - a. Available: PROD 490: Alexa mini & accessories based on the lottery number pulled. Matte Box, follow focus, tripod. You will get a lens package based on that. 17" monitor or Onboard monitor. There are limited # of director monitors.
 - b. [Process](#) (with Links to reservation or information)
2. Lighting and Grip (L&G):
 - a. Available 490: 8 light pkg, unless LED lights are required for your locations, that will be taken into consideration.
 - b. [Process](#) (with Links to reservation or info)
3. Sound:
 - a. Available: Headphones, Cables, a few recorders and mixers, a few microphones, a boom pole and sound bag.
 - b. [Process](#) (with Links to reservation or info)
4. Certificate Of Insurance (COI)
 - a. If a location or prop house requests proof of insurance, please complete the [Request for Certificate of Insurance form](#) (COI) and email it to Nancy.Dallum@lmu.edu with a copy for Prod 490 to Laura.Greenlee@lmu.edu
 - b. COI's cannot be requested until after you submit on SFTV on TAP and you are approved by Risk Management.
 - c. You must allow three days turn around for your COI. Think and prepare in advance.
 - d. We do not insure personal vehicles or rented production vehicles.
 - e. We will not insure any items sourced on ShareGrid.

E. Post Production

1. Available: All labs and edit bays are available to Prod 390, 392, 490, 492. Please note priority for edit bays and specialty spaces may be extended to thesis projects
2. [Post Production Handbook 2022](#)

F. Other Notes

1. Use the [SFTV Production Handbook](#) to find film resources and answers to your production questions.
2. Students can refer to the [Planning, Permitting and Budgeting Resource Guide](#) to learn about production elements that will impact your budget and schedule.

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3. 490s planning to shoot outside of the Thirty Mile Zone (TMZ) should be prepared to provide overnight housing, where each cast and crew member is provided their own bed. Extensive prep and planning will be reviewed with PAT if you plan to shoot outside of the TMZ.
4. Nightwork cannot go past 3am.
5. Projects filming domestically but outside of Los Angeles on overnight locations must have at least two LMU students prepping and shooting in key positions such as producer, 1st AD, DP.
6. Scenes of intimacy and simulated sex to be reviewed and approved by PAT.
 - a. An Intimacy Coordinator or on-set Intimacy Training may be required. See [Production Handbook](#). Extended close contact will require additional testing.
7. If you do a SAG project, you MUST have a producer and 1st AD that will oversee the extensive paperwork requirements.
8. Cast and Crew is 25 maximum per day.
9. Extras limited to 10 but we encourage utilizing crew as extras.
10. NO use of minors under 5 years of age. Please follow local [Minor Labor Guidelines](#). Minors who are not vaccinated will not, in any capacity, including as performers be allowed on set.
11. No use of Smoke or Fog devices on campus will be permitted AND approval off campus is on a case-by-case basis, depending on location.
12. No use of generators unless approved by PAT or the location might require it.
13. No expectation can be made that moving vehicles will be used or allowed.
14. Stunts requiring a stunt coordinator will be determined by your professor and the PAT team and will require an appropriate budget figure.
15. No filming of real-time illegal activity or sequences will be approved. (ie: street takeovers)