

PROD 550 Filming Guidelines – SPRING 2024
Production Administration Team
1/17/24

*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

1. All projects (script and production plans) must first be approved by your professor.
2. Any concerns about your project should be discussed with PAT and your professor **BEFORE** you lock your script or production plan.
3. Your professor will assign you a weekend between Weeks 4 – 10, for you and your partner to film.
4. Once assigned a weekend, partners will submit their projects separately for review and approval by PAT on [SFTV on TAP](#), three-weeks in advance of your Shoot Date. You are submitting for an Intermediate/Advanced level project which is more extensive than the TAP submissions for your 500 projects. When submitting, students will need to upload:
 - a. Approved script (can be combined with "b")
 - b. [Coversheet](#) with your Professor's Approval
 - c. Budget (preferably on Movie Magic)
 - d. Schedule (preferably on Movie Magic)
 - e. [Filmmaker Deal Memo](#) signed by Director
5. After submitting on TAP, you and your partner will go to [Bookings](#) to schedule a time to meet with Malik McCrea. In this 45 minute meeting, we will review the production needs of your scripts (stunts, minors, intimacy, etc.), budget (have you allocated enough funds?), your schedule (is it doable?).
 - a. We will then go over the [Approval Documents](#) and discuss Safety, Locations, Turnaround, Call Sheets, Safety Meeting, Insurance, (what we cover), Check-in Sheets, Risk Management, and your project Checklist.
 - b. The Checklist is what you need to complete to get the Greenlight.
6. Risk Management: After the approval meeting, your project will be sent to Risk Management for review and approval. 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. Once approved, you will be able to collaborate with PAT in SFTV on Tap (Discussion Tab) and upload documents.

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B. How Partner Projects Work

1. PROD 550 Projects are staggered so that up to 4 partner projects shoot per week (8 total films) - WEEKS 4-10. Project 1 shoots Thursday/Friday and Project 2 shoots Saturday/Sunday. You are not required to film 2-Days each.
2. PROD 550 students will work in teams of 2, sharing locations and crew and will work closely together on their shooting schedules.
3. Partners will share the majority of the same crew over the course of shooting both projects (4-Days).
 - a. CREW should be “hired” from your cohort and can rotate positions on the two sets. For example, your DP does not have to DP on the other project. They can work another position.
 - b. The need for additional specialty crew such as Intimacy or Stunt Coordinator will be assessed on a case-by-case basis in your approval meeting.
4. The more collaboration between you and your partner, the more successful and enjoyable your shoot will be. We encourage working with a student producer or producing team to produce both projects together.
5. The producing team needs to see the big picture of how the two projects will impact each other i.e., Call Times, testing, shared food, pick-up and returning equipment, etc. Think of it as episodic television where a new director steps in but the crew stays the same (in different roles).

C. Locations and Permits: Filming On and Off Campus

1. PROD 550 projects are allowed 2 locations per project or a total of 4 locations per the 4-Day weekend.
2. Students should plan for at least 1 shared location.
 - a. The shared location should serve as a main set location for each project.
 - b. Sharing your main location will make the schedule easier and will save money.
2. Since each project films for two days, be mindful of your schedule and what you can accomplish. A reasonable schedule will also keep the crew fresh for both shoots.
3. Students should plan to film during Normal Filming hours (based on FilmLA) of
 - a. **7:00 a.m. – 10:00 p.m.** on THURS/FRI and **9:00 a.m. – 10:00 p.m.** on SAT/SUN. If you film outside of these hours you will be required to get signatures within 300 feet in a diameter from all residences.

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- b. This will help with turnaround time for the partner filming Sat/Sun.
 - c. This will also help with FilmLA permitting; Students will avoid the need to conduct surveys in residential and business areas if shooting during normal Filming hours.
4. NO filming outside of the [30-mile zone](#).
5. 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. If it is NOT in our directory then that space is not available to students for filming.
 - 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.
6. 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 in an email to you. Forward this email to Malik McCrea and he will send them your student letter.
 - c. For answers about the permitting process and production/location costs, please visit the Student Production Office.

D. 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.
3. Cast and Crew is 15 maximum per day; No more than 4 cast per day. You can cast non-LMU actors.
4. Extras limited to 5 but we encourage utilizing crew as extras.
5. NO Minors under 12-years of age. More advanced projects are able to work with minors under 12 but for PROD 550, minors must be at least 12-years-old due to the impact of a

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minor's work hours on your schedule.

6. NO filming in moving cars
7. 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.
8. SAG signatory sets are not allowed as they require an extra level of COVID protocols that we cannot support at this time on projects at this level.
9. No pick-ups or reshoots.

E. Equipment

1. Camera:
 - a. SFTV will not insure outside CAMERA equipment.
 - b. Available: Canon C100 MKII w/ 18-80 Zoom OR Arri SR Super 16mm Camera w/ 12-120 Zoom, Bogen Tripod, Slate, Gray Card, Follow Focus. (Matte Box, filters and light meter only available for 16mm camera package)
 - c. *Students supply film and or record media
 - d. Process (with Links to reservation or information):
<https://sftvproductionhandbook.lmu.build/index.php/2021/05/17/camera-check-out/>
2. Lighting and Grip (L&G):
 - a. Outside Light Rentals are not allowed. No Generators are allowed on-set.
 - b. Available: Medium 3-light package (Babys, Mickey Mole) stands, sandbags, stingers, flags and C-stands, pizza box if requested.
 - c. Process (with Links to reservation or info):
<https://sftvproductionhandbook.lmu.build/index.php/2021/07/30/lighting-and-grip-reservation-forms/>
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):
<https://sftvproductionhandbook.lmu.build/wp-content/uploads/2021/10/PROD-550-RESERVATION-FORM-1.pdf>
4. Certificate Of Insurance (COI)



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- 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 to Malik.McCrea@lmu.edu
 - b. COI's cannot be requested until after you submit on SFTV on TAP and you are approved by Risk Management. Prod 550's cannot request proof of insurance for camera and L& G equipment.
- F. Post-Production
1. Available: All labs and edit bays are available to PROD 550. Please note priority for edit bays and specialty spaces may be extended to thesis projects.
 2. [Post Production Handbook 2022](#)