

PROD 390/392 Filming Guidelines – Spring 2026
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

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

- 390 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 16, 2026 on Zoom.
 - 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.
- 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
 - ii. Script (properly numbered)
 - 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:

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[BOOKINGS with Deb McClune for the 300 level projects.](#)

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.

C. Note: For answers about the permitting process and production location costs, please reach out to Deb McClune and/or visit the Student Production Office.

Questions? We have answers: Contact us at the Student Production Office in Westchester or see anyone on the PAT team.

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D. Equipment

1. Camera:
 - a. Students can shoot their film with school equipment, personal equipment, or outside gear.
 - b. Available: PROD 390: Sony FX6 PL OR Arri SR Super 16mm Camera with 17" monitor or onboard monitor. NO wireless video or wireless follow focus. Matte box, follow focus, tripod, a zoom lens or prime based on availability.
 - c. *Students in 390 must supply Compact Flash card or film and or record media
 - d. [Process](#) (with Links to reservation or information)
2. Lighting and Grip (L&G):
 - a. Outside Light Rentals are not allowed.
 - b. Available 390: Medium 5-light package (Babys, Mickey Mole) stands, sandbags, stingers, flags and C-stands, pizza box if requested, unless LED lights are required for your locations, that will be taken into consideration.
 - c. [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 Debora.McClune@lmu.edu for Prod 390, 392.
 - b. COI's cannot be requested until after you submit on SFTV on TAP and you are approved by Risk Management. Exceptions can be made if we understand in advance the need for a COI in advance.
 - 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. For 390/392, we will not provide, nor can you request, proof of insurance for outside camera or L&G equipment of any kind.

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 2025-2026](#)

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F. Other Notes

1. Use the [SFTV Production Handbook](#) to find film resources and answers to your production questions.
2. PROD 390 can film outside of the thirty-mile zone (TMZ) with approval from faculty
3. PROD 390 may not film past midnight.
4. Students can refer to the [Planning, Permitting and Budgeting Resource Guide](#) to learn about production elements that will impact your budget and schedule.
5. 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](#).
6. SAG signatory sets are discouraged on projects at the 390 level. If you do a SAG project, you MUST have a producer and 1st AD that will oversee the extensive paperwork requirements. Please come to the SPO office to get help with SAG.
7. Cast and Crew is 20 maximum per day; We suggest no more than 4 cast per day. You can cast non-LMU actors.
8. Extras limited to 5 but we encourage utilizing crew as extras.
9. NO use of minors under 9 years of age. Please follow local [Minor Labor Guidelines](#).
10. No use of Smoke or Fog devices on campus will be permitted. Approval for off campus is on a case-by-case basis, depending on location and you must put it on your FilmLA permit or other jurisdiction permit to see if an FSO is required.
11. 390 – no use of generators unless approved by PAT or the location might require it for safety.
12. No expectation can be made that moving vehicles will be used or allowed.
13. Stunts requiring a stunt coordinator will be determined by your professor and the PAT team and will require an appropriate budget figure.
14. No filming of real-time illegal activity or sequences will be approved. (ie: street takeovers)