

PROD 200

Fall 2026

SFTV PRODUCTION GUIDELINES **& PAT APPROVAL PROCESS**

All PROD 200 students will direct three short films in this introductory course. *We encourage your creativity...*and SFTV has specific rules and restrictions in place to assure all sets are run safely.

SAFETY is our #1 PRIORITY. *We are training you to become a film professional.*

In your SFTV courses, expect to learn and follow safety and permitting protocols that are similar to those required in the industry.

All Students must COMPLETE this approval process BEFORE starting to film:

Step 1 - **READ all the SFTV requirements carefully:** the PROD 200 ONE-SHEET and the Rules, Restrictions and Prohibitions explain what filming activities are allowed and what is prohibited.

Step 2 - **EARN** your 3 required Safety Badges. Make sure all your crew have completed them as well.

Step 3 - **NOTE** the planned location of your shoot - this determines the SFTV permitting requirements. You will shoot either an 'Interior Residence Only' film or a 'Standard' film, which may be shot in various locations either on campus or off campus.

Step 4 - **BEGIN APPROVAL PROCESS** by pitching your film and writing a treatment that includes the key actions taking place during shooting. Your professor must *provide written approval to BEFORE you can be approved by PAT.*

Step 5 - **SUBMIT YOUR INFO** and treatment/script online into the TAP portal.

Step 6 - **EMAIL YOUR PROFESSOR** - asking them to submit their written approval of your film onto TAP. Check with them to be sure they have submitted it.

Step 7 - **SET UP A MEETING** with Deb to discuss your project; confirm permits needed

Step 8 - **REQUEST** the necessary filming and location permits required by your project

Step 9 - **UPLOAD** your permits and any other required documentation (photos of rubber prop weapons, etc.) onto TAP.

Congratulations! You are ready to shoot.

DETAILS of EACH STEP in the APPROVAL PROCESS

STEP 1 - READ and follow all SFTV rules, restrictions and prohibitions:

The following RULES must be following during production:

- maximum 8 people on set with combined cast and crew
- only LMU students may be used as crew
- on all projects, **only one location is allowed**; *additional locations require professor approval. A SINGLE LOCATION* can include contiguous rooms within a house or building. However, shooting in different rooms in a building that are NOT contiguous requires a 'company move' and is considered *MULTIPLE LOCATIONS*.
- students must film within the 30-mile zone (w/ *only Thanksgiving break exception; discuss w/professor and PAT*)
- * **2 full shooting days maximum for each film**
- * **shoot days must be limited to 12 hours maximum**
- * **shoot days must adhere to FilmLA's standard production windows:**
 - Weekdays - shooting can occur anytime between 7AM - 10PM.
 - Weekends - shooting can occur anytime between 9AM - 10PM.

The following are strictly PROHIBITED during production:

- firearms weapons of any kind, *including prop guns*
- stunts
- minors
- animals
- filming in moving cars
- filming on rooftops
- filming in water (ocean, lakes, rivers, pools)
- any open flames, candles, smoke or fog on the LMU campus

The following are allowed but RESTRICTED during production:

- bathtub/shower scenes may be approved on a case-by-case basis.
- exterior night filming can only use existing light (no added lighting).
- off-campus use of flames or candles must be noted on your filming permit. For even a candle on a cake, *FilmLA has required students to hire a FSO (Fire Safety Officer)* which can cost from \$95-\$130/hr. (We recommend use of fake candles :))
- off-campus use of smoke or fog must be noted on your permit, and it *may require a FSO officer* at the hourly rate.
- prop hand weapons (except the prohibited prop guns) such as knives, swords, bayonets, etc. must be made of rubber or similar material with blunt edges (normal eating utensils are exempted). They should be kept in a secure place and only taken out for rehearsal and filming. Note that wood, plastic or rubber weapons may be hazardous if used in a stabbing or lunging mode; soft-tipped weapons are more appropriate. Students are required to upload pictures of any prop weapons they propose to use onto TAP for approval.

STEP 2 - COMPLETE the required 3 Safety Badge training courses + use this knowledge to maintain a safe set at all times. The director and all crew on set are required to complete: (a) General Safety course (b) L & G Safety course. (c) Truck Loading

We encourage you to earn the Safety Badges in-person but you can also earn your badges online in the self-paced SFTV Production Safety Course in [Brightspace](#). The schedule for trainings can be found in the [SFTV Production Handbook's Calendar](#) or [LEO](#) (RSVP on LEO).

STEP 3 - Determine the category of film you're directing. The category is determined by your shooting location. (Each category has different permitting requirements.)

- INTERIOR RESIDENCE ONLY films - are shot ONLY in the residence where you live while attending LMU. Students must use their own cameras or phones to shoot their films and may not check out LMU sound equipment.
- STANDARD films - are those shot anywhere on campus or in the LA metro area within the allowed 30-mile radius. You may use your own camera or check out camera/sound gear from SFTV.
- Film #1 - is required to be an INTERIOR RESIDENCE ONLY film.
- Film #2 - can be either INTERIOR RESIDENCE ONLY or a STANDARD film.
- Film #3 - students are encouraged to shoot a STANDARD film off-campus for their final film in order to gain experience with the FilmLA permitting process. The FilmLA permit student discount rate is \$50.

STEP 4 - Meet all pitching requirements and deadlines set by your professor, and **get your professor's approval of a treatment which must include a description of the key actions in your film.**

STEP 5 - Start your PAT approval process by going to [SFTV on TAP](#), our online project submission portal. Under 'Select Workflow' scroll down to SFTV Film Production Request. You'll be asked to submit information about yourself and the details of your project which allows the PAT team to assess the overall action and safety requirements for your film. The link to TAP can also be found in the [SFTV Production Handbook](#).

1. It asks for a 5-digit 'CRN' number - that's LMU's ID for the specific section of your PROD 200 course. You can find it on PROWL.
2. Answer all questions about your production on the Film Risk Assessment Checklist (FRAC)
3. in the 'Attachments' tab on TAP, upload your treatment and description of action SIGNED by your professor.

STEP 5 (cont'd)

4. TAP will assign you a project number for your film* - keep track of this number, as you'll need it for the permitting process. It will look something like this - SFTV3478

**if you change your story idea from the one approved by your professor, you will need to get approval of the new story from your professor - but you do NOT NEED to get a new TAP number.*

STEP 6 - Email your professor - ask them to add their written approval of your film onto TAP.

STEP 7 - SET UP a meeting with the PAT PROD 200 Administrator, Deb McClune. You can just stop by her office in Comm Arts 118 or email her at Debora.McClune@lmu.edu.

STEP 8 - Request the necessary filming and location permits required by your project. The specific permits you have to obtain depend on the category of the film you're shooting. READ BELOW CAREFULLY:

INTERIOR RESIDENCE ONLY (Film #1):

ON-CAMPUS in a DORM:

- Filming permit - it is NOT required.
- **Location permit - is required by LMU Housing for all projects no matter how large or small.** You'll need to fill out and get signatures on the SFTV Student Filming Approval Form. You can download it here [HOUSING FORM](#) or pick up a hard copy in SPO. **You need to gather the actual physical signatures, so LEAVE YOURSELF A FEW DAYS to do this!** You need signatures from the (a) Resident Director, (b) all the roommates, and (c) the Assistant Director of Resident Services in the LMU Housing Office located in Leavey 6 - #101.

INTERIOR RESIDENCE ONLY - OFF-CAMPUS:

- **Los Angeles film permit is NOT required, AS LONG AS that the student is working at home and by themselves, with no crew or equipment.** This is classified as 'homework.' and does NOT require a FilmLA permit. If the project exceeds the above parameters, then a FilmLA permit is required.
- Location permit - is NOT required as long as you film ONLY in your house with residents of the house as cast and crew.

***DEADLINE - at least 5 days before the start of filming, you must** submit all INTERIOR RESIDENCE ONLY permits on TAP to be approved to shoot.

STANDARD film (Films # 2 & 3):**ON-CAMPUS:**

- Los Angeles Filming Permit - is not required.
- **Shooting in a building or exterior location? An LMU Location Permit is required.** To request this, have your project number handy and go online to [MAZEVO](#) to request permission to use on-campus locations. Directions on how to use Mazevo can be found [here](#). (Note - if a location is not listed on Mazevo, that means that filming is not allowed there. Check the location directory for possible locations.)
- **Shooting in a dorm? An LMU Location Permit and signatures are required.** To complete your Location permit, complete [SFTV's Student Filming Approval Form](#) for Housing. You need a hard copy so you can **gather the required physical signatures**. You can download it here and print it or [HOUSING FORM](#) or pick up a hard copy in SPO. LEAVE YOURSELF A FEW DAYS to gather the signatures. You need signatures from the (a) Resident Director of your dorm, (b) all the roommates, and (c) the Assistant Director of Resident Services - this person is in the LMU Housing Office located in Leavey 6 - #101.

OFF-CAMPUS:

- **A Los Angeles Filming Permit is required.** This gives you permission to film at specific locations on specific days.
- If filming in LA, submit the required paperwork to FilmLA to get your permit. Directions on how to submit a FilmLA permit can be found [here](#). Students receive a highly discounted rate for film permits. Students are required to shoot in Los Angeles county within the 30 mile zone. (See Thanksgiving exception)
- **FilmLA requires proof you are a student.** Once you submit to FilmLA, you will receive an email, asking you to verify your student status. You must FORWARD this email to Deb; she'll send a verification letter directly to FilmLA. She will copy you so you know this is completed.
- **Location release form is required.** You can get that form in SPO or from the Student Handbook. You will need to get a physical signature from the property owner. Fill it out and upload it to TAP.

***DEADLINE - * at least 8 days before the first day of filming, you must submit your required film documents on TAP to be approved to shoot.**

STEP 9 - YOUR FINAL STEP! - UPLOAD ALL PERMITS and PAPERWORK to TAP (scan if needed) - in the 'Attachments' tab in the top right hand corner.

DO NOT email your documents to Deb - emailed documents are not accepted.
ALL DOCUMENTS MUST BE UPLOADED to your film project on TAP.

THANKSGIVING EXCEPTION - SHOOTING OUTSIDE of THE 30-MILE RADIUS -

We do allow students to shoot at their parents' RESIDENCE ONLY over Thanksgiving break - but it must be approved by your professor and match your class shooting schedule and deadlines. You will need to take the initiative to contact the proper film permitting authority in that location.

- **A Filming permit - is required from that specific city/state/jurisdiction.** To You will need to submit the required paperwork to that municipality to get their approval to shoot there. Research that municipality to find out their specific requirements for filming. Please refer to our resource page as some cities or states have extensive permit processes.
- **NOTE:** This process *requires longer lead time - we recommend 2 - 3 weeks!!*

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SFTV EQUIPMENT AVAILABLE TO CHECK OUT

Your professor will indicate your equipment needs for each assignment. *After the camera/lighting lab, you can check out the camera/lighting equipment. After the sound lab, you can check out the sound equipment.* Below is the equipment available to PROD 200 students:

1. Camera:
 - a. Available: Sony Z200, Bogen Tripod, Slate, Gray Card
 - b. Students provide recording media
 - c. Process (Links to [reservation](#) or [info](#))
2. Lighting and Grip (L&G):
 - a. ***Outside Light Rentals are not allowed for PROD 200***
 - b. Available: Small 3-light package (combination of tweenies, minis) 3 stands, stingers, sandbags, Flex- Fill.
 - c. Process (Links to [reservation](#) or [info](#))
 - d. NOTE: Only LED light kits can be used at the Playa Vista Campus.

Here are links to the reservation process [info](#) and reservation forms: [reservation](#)

3. Sound:
 - a. shotgun microphone, short XLR cable, shockmount
 - b. if students are using their own cameras, no sound equipment can be provided

NOTE: Students must follow the reservation process and all sound department rules in order to use SFTV gear. Here are links to the reservation form -

https://sftvproductionhandbook.lmu.build/wp-content/uploads/2024/10/PROD-200_330_500-RESERVATION-FORM-Sheet1-1.pdf

SAFETY is our #1 PRIORITY - PLEASE REPORT SAFETY VIOLATIONS

1. As stated in the Production Handbook, in the [Safety & Violations](#) section, SFTV has a twelve-hour maximum work day rule.
2. The Production Administration Team (PAT) has created a Safety Hotline for students to report any unsafe, risky or inappropriate actions. If production guidelines are not being followed on-set, we encourage students to make an anonymous report by calling or emailing the SFTV Safety Hotline: (310) 258- 2686, sftvsafetyhotline@lmu.edu.
3. Failure to follow procedures, guidelines, or improper behavior on set, would fall under violations of the policies listed below. All students should read and understand [Violations to SFTV Policies and Guidelines](#) section in the Handbook.
 - i. [SFTV Student Code of Conduct](#)
 - ii. [LMU's Academic Honesty Policy](#)

CAST AND CREW RESOURCES

- [SFTV Crew + Writer Directory](#) is a great resource to find crew. Students are encouraged to join [here](#).
- [SFTV Casting Directory](#) is a great resource to find cast. You'll find other resources [here](#) in the Handbook.
- Contact sftvspo@lmu.edu or pvspo@lmu.edu to get passwords for any of our directories.

LOCATION REQUIREMENTS and RESOURCES

Our [Location Directory](#) will help you to find on campus locations.

Questions? We have answers! Please reach out to Deb McClune at Debora.McClune@lmu.edu or visit Deb in Com Arts 118 or the Student Production Office in Com Arts 106. Or contact us at sftvspo@lmu.edu or sftvprodadmin@lmu.edu.

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