

PROD 500 PAT Introductory Project Approval Process

General Introductory Guidelines and Protocols:

Please review the [SFTV Production Handbook](#) carefully:

Prod 500 Mandatory Risk Management Approval:

The following information is a summary of the process for submitting all Prod 500 Introductory Film projects for Risk Management review and approval by the Production Administration Team (PAT). Please refer to the SFTV Production Handbook for detailed information regarding policies and procedures.

Approval Process Overview

Students must request approval from the Production Administration Team (PAT) and are responsible for submitting all required production documents through TAP, our online project submission portal: <https://lmu.tap.thinksmart.com/prod/Portal/WorkflowDashboard>

1. Discuss any production concerns with your professor before you start the project approval process. All projects must be approved by your professor before submitting to TAP.
2. To submit your project to TAP, you will need to provide your course specific CRN number. Your course CRN # can be found on PROWL
3. Write a brief description of what you will be filming.
4. Answer a series of questions referred to as the Film Risk Assessment Checklist (FRAC).
5. TAP will assign a project number for every project submitted. This will be used for all permitting processes.
6. Submit all required accompanying documents and permits using TAP. Be sure to track your progress throughout the process. Deb McClune is your PAT point of contact.

Types of Projects:

1. "DIY - Avant Garde Project":
 - i. This is done at student's personal residence, and does not require additional crew, or equipment. This project is mostly found footage, but you may use your iPhone to get insert shots of simple things.
 - ii. Approval will be contingent on completing TAP submission requirements.
 - iii. Adherence to all safety guidelines must be met for any project to be approved by PAT.
 - iv. "The DIY Avant Garde at Home Project" must be submitted to TAP 5 days before filming.

2. "A Standard Project":

- i. Any project that requires additional crew and equipment must have a production permit. Refer to the permitting process below.
- ii. Approval will be contingent on completing TAP submission requirements and correct permitting documentation.
- iii. Adherence to all safety guidelines must be met for any project to be approved by PAT.
- iv. "A Standard Project" must be submitted to TAP at least 8 days before filming. Lead time is dependent on specific location municipality permitting processes.

Location Permitting Process

On-Campus Permitting:

- Students will need the project number assigned by TAP to request permission to use any on-campus locations.
- On-campus permitting is done through [Mazevo](#).
- Directions for using Mazevo can be found [here](#):
- Filming in a dorm requires completion of a Student Filming Approval Form for Housing. Dorm permits require RD and roommate signatures and final sign off by Housing in Leavey 6 – Room 101. This form is not digital as there are too many different students, RDs, etc to route it.

<https://sftvproductionhandbook.lmu.build/wp-content/uploads/2022/09/Updated-Housing-Form-09-22-22.pdf>

Off-Campus Permits:

- Students will need the project number assigned by TAP to apply for off-campus permits.
- Filming in Los Angeles requires a permit issued through [FilmLA](#).
- Note: FilmLA charges a discounted student application fee of \$50.00
- Directions for FilmLA permit submissions can be found here:
<https://sftvproductionhandbook.lmu.build/index.php/2021/08/25/filmla-permit-process/>
- Note that FilmLA requires a Student Certification Letter that will be issued by Deb McClune to confirm student status.
- Municipalities not covered by FilmLA have varying permit processes. Students are responsible for researching their specific permitting needs.

Cast and Crew Requirements

- No more than 8 cast and crew.
- All Crew members must have a General Production Badge before walking on-set.



- You are encouraged to earn all four SFTV Production badges by attending a live presentation or watching a tutorial online via [Brightspace](#). All badges are required and only the 1st AD badge is optional for those that want to AD.
- Refer to the SFTV Safety Badge Information Page for more information:
<https://sftvproductionhandbook.lmu.build/index.php/2021/06/16/safety-badges/>
- All essential production forms:
<https://sftvproductionhandbook.lmu.build/index.php/2021/06/11/forms/>

Equipment

Equipment needs may change per assignment and are at the discretion of the professor.

Camera:

- Available: Sony Z200, Tripod, Slate, Gray Card
- Reservations, Check-Out Process, and additional information
<https://sftvproductionhandbook.lmu.build/index.php/2021/05/17/camera-reservations/>

Lighting and Grip (L&G):

- Available: Small 3-light package (combination of tweenies, minis) 3 stands, stingers, sandbags, Flex- Fill.
- Reservations, Check-Out Process, and additional information
<https://sftvproductionhandbook.lmu.build/index.php/lighting-and-grip/>

Sound:

- Available: A shotgun microphone, a short XLR cable and a shock mount
- Reservations, Check-Out Process, and additional information
<https://sftvproductionhandbook.lmu.build/index.php/2021/06/10/production-sound-reservations/>

Violations

Failure to follow procedures, guidelines, or improper behavior on set are considered violations of these policies. Read carefully all Violations to [SFTV Policies and Guidelines](#) in the Handbook:

SFTV Safety Hotline: (310) 258-2686

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: sftvsafetyhotline@lmu.edu.

Questions? Come by the Student production office in Com Arts 106.

You are encouraged to visit the Student Production Office (SPO) in person at Westchester Campus located in Com Arts Room 106 for additional assistance or the SPO office in PV.

Questions about physical production and the approval submission process should be directed to

Deb McClune, Associate Head of Production

Office: Com Arts Room 118

Email: debora.mcclune@lmu.edu