

! IMPORTANT

Films that do not adhere to these guidelines will carry consequences that may result in sanctions including, but not limited to, a grade reduction, failure of the course, loss of use of SFTV equipment and facilities, loss of screening privileges, and/or review by the LMU Academic Honesty Review Committee and/or Student Conduct.

COURSE REQUIREMENTS

- Direct a **6–15-minute film** (including credits).
- The first class, arrive with a fully developed, complete 6-15-minute script (ideally no more than 12 pages) and a preliminary schedule and budget.
- Principal photography must take place between Weeks 4 and 10 over **one** three-day weekend. Filming in Week 4 requires faculty approval.
- Work as on-set crew for an intermediate/advanced production (undergrad or grad) for at least a full day and write a reflection.
- Attend the Prod 490 final screenings during finals week.

FILMING REQUIREMENTS

- Adhere to current Production Administration Team (PAT) and LMU Risk Management safety guidelines, including releases and permits. Review the SFTV Production Handbook for full safety and production requirements.
- Be in good academic standing (C or better) with all previsualization work submitted to faculty prior to shooting.
- Script, budget, and schedule must be approved by faculty before uploading to TAP.
- Submit faculty-approved proposals and pre-pro to TAP for PAT review **before** entering hard prep.
- PAT approval may take 5 business days to 2 weeks — plan .
- On-campus locations are unavailable during campus blackout dates (SFTV stages excluded).
- No children under 5-years-old. Limited use of drones for filming is allowed with approval.
- Professionals can only be used in an advisory function unless required and must be instructor approved. LMU students cannot be paid to work on the film (considered academic dishonesty).
- Correctly export and upload films on time for final graded screenings. Films longer than 15 minutes (including credits) will not be screened or graded. Films will not be screened if the student is not passing the class.

TECHNICAL SPECIFICATIONS

- Shoot on the designated SFTV camera or a non-SFTV camera available to the student. Make sure outside camera packages are compatible with any needed SFTV equipment.
- Use any editing platform — SFTV officially supports Adobe Premiere and Media Composer.
- Shoot at a resolution your editing system can handle (1080p or 2K recommended). UHD resolutions may add workflow issues, including increased transcode/render/export times. If shooting UHD, editing with proxy files is advised. SFTV does not support shooting at resolutions above 4K.

BUDGET-IMPACT ELEMENTS

These require additional budgetary resources — plan early:

- Stunts
- Filming in cars / while driving
- Filming in water
- Filming intimacy
- Use of minors and animals
- Mechanical effects
- Various off-campus locations

Review the Production Handbook for all requirements.

DON'T FORGET

"I encourage people to dig deep and bare their souls and make something that's important to them."

— Ava DuVernay