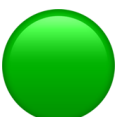


SFTV ADVANCED PROJECT GREEN-LIGHT PROCESS

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390/2, 490/2, 650, 680
 200, 500, 550, 600
 90/2, 490/2, 650, 680

EARLY IS GOOD		Start your project request on TAP See the handbook for more details on this and everything else. Once your project is on TAP it receive a production number, with that you can start both your FilmLA permit as well as you on-campus permits on Mazevo. Book a “check-in” with Head of Production for early consultation, especially if you have anything complicated in your project or are planning to film out of town.
4-5 WEEKS OUT		FACULTY APPROVAL Professor reviews for approval - script - schedule (Movie Magic) - budget (Movie Magic) The approval meeting with PAT can be scheduled ahead of time but can only be had once this step is complete.
THREE WEEKS OUT		PRODUCTION APPROVAL “Green-Light Meeting” with the approving PAT member (see TAP for name) no less than 16 days before filming, attended by filmmaker, producer and 1st AD at minimum. PAT reviews for approval - script - <u>script checklist</u> - schedule (Movie Magic) - budget (Movie Magic) Project specific TAP checklist and other notes are created.
TWO WEEKS OUT		RISK MANAGEMENT APPROVAL RM reviews project for approval. If the project exceeds the standard parameters, additional documentation and/or approval by underwriter may be required. After this COI's can be issued.
WEEK OF SHOOT		WEEK OF DEADLINES (FRIDAY SHOOT) • MONDAY 12noon - deadline to requests FilmLA Student Certification from PAT • TUESDAY 10am - drop dead time for FilmLA permit filing for coming weekend • WEDNESDAY 12noon - deadline to submit “checklist” documents on TAP • THURSDAY 9am-7pm - business hours to pick up gear from camera, sound and G&E
		GEAR PICK-UP APPROVAL PAT reviews for approval - TAP CHECKLIST - especially call sheets and permits - additional assigned items
		FILMING APPROVAL Usually given along with pick-up approval in rare cases separate due to outstanding items.