



# FILMMAKER AGREEMENT For Intermediate & Advanced Projects

Title of Project: \_\_\_\_\_

Student Filmmaker's Name: \_\_\_\_\_

Dates of Production: \_\_\_\_\_

DFM sets must be workplaces free of discrimination of all types of abusive, offensive, or harassing behavior. Stephens Digital Filmmaking has a SAFETY HOTLINE email – [dfmsafety@gmail.com](mailto:dfmsafety@gmail.com) – where you or any cast/crew member have the responsibility to report behavior or instances that are unsafe or violate DFM Production policies. We will hold you and your crew to high professional and ethical standards even as you learn and navigate the complexities of film production.

**As the filmmaker on this project, I promise to:**

- Be prepared and organized.
- Communicate to all crew well in advance the shoot dates and their positions & responsibilities they are required to work.
- Only film scenes and actions that have been approved by the DFM Head of Production.
- Treat all crew/cast members and the public with respect.
- Work no more than 12 hours a day.
- Provide crew/cast with nourishing meals (including craft service, lunch, and/or dinner) and restroom access.
- Ensure all cast and crew have transportation.
- Before starting your filming for the day, hold a Safety Meeting with the AD to review the day's work, safety issues and answer any crew questions.
- Treat your location with respect – leave it as you received it and be mindful of the public and neighbors. Distribute, at minimum, the following day's CALL SHEETS to all cast and crew, including attachments that clearly outline reporting instructions, work expectations for the day, special instructions for equipment use, weather notations, safety bulletins, and COVID Safety expectations.

**Hold your crew to the following standards:**

- Honor their commitment to you and to work all agreed-upon days.
- Arrive on time and ready to work.
- Work as directed until "wrap" is called or 12 work hours have elapsed.
- Stay updated on Call Sheet instructions and updates.

**EVERYONE MUST:**

- Adhere to DFM Set Etiquette and On Set Best Practices
- Treat others the way you would like to be treated.
- Wear proper footwear and clothing.
- Keep in mind that you are going to be on your feet for a long, long time. Make sure to bring protective equipment like gloves, sunglasses, and a hat. Carry a "set bag" that contains rain gear and cold weather gear. The weather can change. Be prepared. Cast and crew should only use cell phones for work-related texts and calls while on set.

EVERYONE MUST ADHERE TO THE STEPHENS COLLEGE CODE OF CONDUCT AND ACADEMIC DISHONESTY POLICIES. ANY VIOLATIONS WILL BE REPORTED TO THE APPROPRIATE DEPARTMENT. Failure to adhere will result in disciplinary action, including grade reduction, fines, loss of equipment or screening privileges; course failure, suspension or expulsion from Stephens College.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_