

Forms, Permits & Releases

February 2023

I. HoP Production Meetings - Greenlight Paperwork

Four weeks before production, you should submit the following to Head of Production, for review:

1. **LOCKED Script** with scene numbers & cover page.
 - a. Head of Production will sign & date the cover page.

The 1st meeting with Head of Productions should occur **no later than 3 weeks before production**. At this meeting, students should present the following documents:

2. **Cast & Crew List**
3. **Preliminary Budget**
4. **Preliminary Schedule**

In exchange, students will receive/identify the following documents to fill out & sign:

5. **All applicable location forms, permits, releases.** See below.
6. **Filmmaker Agreement**
 - What do you need it for?
 - It clarifies you understand what is expected of you on set as the director and/or producer.
 - Whose signatures go on this form?
 - The student filmmaker and HoP signature.
 - What does the permit say?
 - It acts as a promise that the sets will run the way you said they would run, and you will be safe and honor all guidelines and policies.
7. **12 Hour Maximum Shooting Day Policy Form**
 - What do you need it for?
 - This is a mandatory form that needs to be signed for you to be Greenlit.
 - Whose signatures go on this form?
 - The student filmmaker.
 - What does the form say?
 - It states that you understand that the workday starts at the call time and ends when equipment has been loaded or stored; the workday may go no longer than

12 hours or 12.5 if you include a ½ hour meal break; a 12 hour turnaround; no “split-days;” and that students have the right to leave set after 12.5 hours.

Students will present items 5-7 to Head of Production. **This 2nd meeting should occur no later than 1 week before production**

During the 2nd meeting with Head of Production, you will receive your Production Packet of safety bulletins, an accident report, and other necessary documents you are required to have on set for the duration of filming.

IB. Location Forms

Location Release

- What do you need it for?
 - To film at your desired location.
- Whose signatures go on this form?
 - The student filmmaker and the property owner.
- What does the permit say?
 - For you: It says the crew can be on the property. It also says the producers may film on the property, and use this footage “without limitation or restriction of any kind.”
 - For HoP: It says the students have informed the property owner of their intended use of the property, and the homeowner has agreed to these terms.
- Who do you turn this form into and when?
 - These forms must be received & approved by Head of Production as part of your Greenlight paperwork.
- Other notes:
 - Your location form needs to include if there are any special environmental circumstances (fire, smoke, fog) so that the property owner is aware of this.

On-Campus Location Form

- What do you need it for?
 - To film in any building on the Stephens property that’s not a dorm.
- Whose signatures go on this form?
 - Lita Pisano or whoever the Executive Assistant to the President.
- What does the permit say?
 - For you: It shows you have reserved this area of campus for filming & have the right to be there.
 - For HoP: It shows you have gone through the proper channels to reserve that area of campus for filming.
- Who do you turn this form into and when?
 - These forms must be received & approved by Head of Production as part of your Greenlight paperwork.

On-Campus Student Filming Approval Form

- What do you need it for?
 - To film in any Stephens dorm.
- Whose signatures go on this form?
 - The occupants of the dorm and the RA.
- What does the permit say?
 - For you: It acts as a location permit for the dorm room.
 - For HoP: It lets HoP know the dorm's occupants & RA have been informed of the extent of the
- Who do you turn this form into and when?
 - These forms must be received by Head of Production after filming.
- Who do you turn this form into and when?
 - These forms must be received & approved by Head of Production as part of your Greenlight paperwork.
- Other notes:
 - Your location form needs to include if there are any special environmental circumstances (fire, smoke, fog) so that the property owner is aware of this.

II. Other Forms

See specific form for details on when/where this form needs to be turned in.

Prop Rental Form

If you are renting props from ANYWHERE (Stephens, Mizzou, local theater companies, etc.), this form must be completed and turned in with your Greenlight paperwork.

Costume Rental Form

If you are renting costumes from ANYWHERE (Stephens, Mizzou, local theater companies, etc.), this form must be completed and turned in with your Greenlight paperwork.

Equipment Rental Form

- What do you need it for?
 - You need it to rent camera and G&E equipment from Stephens.
- Whose signatures go on this form?
 - Yours and one of the library employees who checks you out.
- What does the form say?
 - The form requires you to inspect the equipment, make sure it works and is not damaged, and if it is damaged, has you report the damage. You will fill out the same form when you turn the equipment in, and at that time report any damage done to the equipment.
- Who do you turn this form into and when?

- You will fill this form out when you take the equipment out, and fill it out again when you return the equipment. The library will keep the form for the duration of production.
- After you return the equipment, you will return the form with your Wrap paperwork.

III. Day Before Paperwork

This paperwork needs to be turned in in its entirety for you to receive the Greenlight. This should happen the day before production, during working hours. IF THESE MATERIALS ARE NOT RECEIVED, YOU ARE NOT OK'D FOR PRODUCTION.

1. **Final call sheets for all days of production**

IV. Wrap Paperwork

1. **Cast & Crew Sign-In Sheets**

2. **Crew Deal Memos**

- What do you need it for?
 - It acts as a contract for crew members.
- Whose signatures go on this form?
 - The crew member.
- What does this form say?
 - It says the crew member will honor their commitment to work the set in agreed upon role, on the agreed upon days, during the agreed upon hours.
- Who do you turn it in to and when?
 - This is turned in with the Wrap Paperwork.

3. **Stephens College Release & Waiver of Liability, Assumption of Risk, and Indemnity Agreement**

- What do they need it for?
 - All of your on-set participants must sign this form for insurance purposes.
- Whose signatures go on this form?
 - The on-set participants.
- What does this form say?
 - This form says your participants understand that being on set in any capacity may result in property loss, serious injury, or death due to many reasons. They assume these risks willingly, and will not hold Stephens liable, should any of these things happen.

- Who do you turn it in to and when?
 - This is turned in with your Wrap Paperwork.

4. **Equipment Rental Form**

- a. See section II for details.

V. **Safety - Forms & Notices**

These forms will go out with you in your Production Packet.

Notice of Student Filming

- If Head of Production determines you need to post Notices, they will put their name and phone number on the form, and you will be responsible for photocopying it and posting it in the neighborhood.

Covid Safety Signage

Lighting & Grip Safety Bulletin (see VB for more on Safety Bulletins)

Safety Meeting Information

- Note that daily Safety Meetings before filming are **MANDATORY** and this form should be kept with the 1st AD on set.

Accident Report

- What do they need it for?
 - You will need it if anyone is injured on your set, cast or crew.
- Whose signatures go on this form?
 - n/a
- What does this form say?
 - This form describes the injury done to someone, including how the injury occurred, the extent of the injury, and how the injury was treated.
- Who do you turn it in to and when?
 - This form, if it is filled in, should be submitted to Head of Production IMMEDIATELY after the injury takes place, via email, and then retained and turned in with the Wrap Paperwork.

VB. Safety Bulletins for Special Circumstance Shooting

Please remember to review the Safety Handbook for more information on each of the following circumstances for filming.

- a. All sets will receive Lighting & Grip On-Set Safety Requirements
- b. If the set requires a generator
 - i. Guidelines for Working with Portable Power Distribution Systems SB Addendum A
 - ii. Guidelines for Working with Portable Power Distribution Systems SB Addendum C
 - iii. Gasoline Operated Equipment
- c. If you are shooting May-September
 - i. Safety Considerations for the Prevention of Heat Illness
- d. If they have open flames on set
 - i. Recommended Guidelines for the Use of Open Flame on Production
- e. If you will be shooting urban exteriors
 - i. Preparing Urban Exterior Locations for Filming
- f. If you are shooting exteriors in the woods or overgrown areas
 - i. Poisonous Plants
- g. If your set requires stunts
 - i. Stunts
- h. If they're shooting in a vehicle
 - i. Vehicle Restraint Systems - Seat Belts & Harnesses
 - ii. Guidelines for Traditional Camera Cars
 1. Camera Cars Addendum A
 - iii. Recommended Guidelines for Free Driving
- i. If they're shooting around or in water
 - i. Water Hazards
- j. If they're creating creating smoke or fog
 - i. Atmospheric Fog & Haze - Technical Awareness Sheet
 - ii. Guidelines Regarding the Use of Artificially Created Atmospheric Fog & Haze
- k. If there will be animals on set
 - i. Animal Handling Rules for the Motion Picture Industry

VI. Other Releases

Actor Release

- What do you need it for?
 - This release must be signed by all cast members who are not extra or minors. (Extras and minors have their own release forms.)
- Whose signature goes on this form?
 - The performer and the student filmmaker.
- What does it say?
 - It states that the actor has consented to being filmed for this project; grants to the student filmmaker in perpetuity the use of his image in connection with exhibiting the film; and states that the actor understands that the project may never be exhibited. It also states that IF the student filmmaker has promised the actor a cut of their footage, that this cut will be delivered in a “reasonable amount of time after the performance completion.”
- Who do you turn it in to and when?
 - You turn it in with your Wrap paperwork.

Extra Release

- What do you need it for?
 - If you have any extras in your film.
- Whose signature goes on this form?
 - The extra's, and the student filmmaker
- What does it say?
 - It says that the extra agrees to be filmed for this production; grants the filmmaker the right to use the extra's image; guarantees the extra will hold you harmless for any liability, loss or damage arising from the exhibition of their appearance in the film; and shows the extra understands they will not be compensated financially for their appearance in the film.
- Who do you turn it in to and when?
 - You turn it in with your Wrap paperwork.
- Note:
 - If you DO compensate your extras, you MUST strike the original language from the form and replace it with the amount that the extra will be compensated.

General Release

- What do they need it for?
 - If you intend to include in your film a piece of art created NOT for the purpose of the film.
- Whose signatures go on this form?
 - The artist's.

- What does the form say?
 - It states that you, the student filmmaker, have permission to use this person's creative work in your film, including its exhibition and in advertising; further it guarantees that the artist will hold the student filmmaker and Stephens harmless for the liability, loss, claim, cost or damage which may arise by reason of their permission to use their work in the student filmmaker's creative work.
- Who do you turn it in to and when?
 - They turn it in with their Wrap paperwork.

Minor Release

- What do you need it for?
 - If you plan to cast a minor in your film.
- Whose signature goes on this form?
 - The minor's guardian and the student filmmaker.
- What does it say?
 - It says that the minor consents to being filmed, and gives you the right to use the minor's image in exhibition.
- Who do you turn it in to and when?
 - You turn it in with your Wrap paperwork.

Stunt Coordinator Confirmation Form

- What do they need it for?
 - This form needs to be filled out if you have anything in your script which the Head of Production determines is a "stunt"
- Whose signatures go on this form?
 - The stunt coordinator.
- What does the form say?
 - It confirms that the stunt coordinator you've reached out to has read the script, understand the scenes that require their help, has agreed to be present on set to coordinate this scene(s), and will do everything in their power to keep the performers and crew safe.
- Who do you turn it in to and when?
 - They turn it in with their Greenlight paperwork.
- Special note:
 - Please remember to review the Safety Handbook for more information on pre-producing stunt work.

Intimacy Coordinator Confirmation Form

- What do you need it for?
 - This form needs to be filled out if you have anything in your script which the Head of Production determines is a "stunt"

- Whose signatures go on this form?
 - The intimacy coordinator.
- What does the form say?
 - It confirms that the stunt coordinator you've reached out to has read the script, understand the scenes that require their help, has agreed to be present on set to coordinate this scene(s), and will do everything in their power to keep the performers and crew safe.
- Who do you turn it in to and when?
 - They turn it in with their Greenlight paperwork.
- Special note:
 - Please remember to review the Safety Handbook for more information on pre-producing scenes of intimacy. The Citizen Jane forms site also has a flowchart for determining whether your set needs an I.C. or not.

Nudity Disclosure + Exhibit A

- What do you need it for?
 - If one of your performers is going to be nude, semi-nude, or perform a simulated sex act.
- Whose signatures go on this form?
 - The student filmmaker's and the performer's.
- What does the permit say?
 - It states that the performer is comfortable performing nude/semi-nude/ simulated sexual acts (as described in Exhibit A) and that they will not withdraw their consent for this after the performance has been filmed.
- Who do you turn this form into and when?
 - This is turned in with your Wrap Paperwork.

Fire Support Professional Professional Form

- What do you need it for?
 - This form needs to be filled out if you intend to film with an open flame or fire.
- Whose signatures go on this form?
 - The FSO professional.
- What does the form say?
 - The FSO professional has read your script, agreed to be present on set, and agreed to keep everyone safe.
- Who do you turn it in to and when?
 - You turn it in with their Greenlight paperwork.

Music Release

- What do you need it for?
 - If you plan on using any licensed music in your film, diegetically or non-diegetically, AND you intend on exhibiting or distributing your film publicly and/or for profit. (See below.)

- Whose signatures go on this form?
 - The student director and the musician.
- What does it say?
 - It says that the composer a/or musician owns the copyright to the music tracks you intend to use, and that they give permission for the filmmaker to use the track(s) in perpetuity in all manner or media related to this project, including exhibition and advertising.
- Who do you turn it in to and when?
 - This paperwork is different from others in that it is intended to protect filmmakers from the music copyright holder(s) upon **exhibition** or **distribution** of the film in a for-profit, non-educational context. Therefore, unless you are planning to distribute your film in a capacity that is non-educational and for profit, I am not requiring this release to be completed.
 1. If you DO intend to release the film in a public or for profit manner, the release must be turned in to Head of Production by the exhibition date.
- Special note: This form is for the musician/composer copyright holder – if the musician/composer doesn't hold the copyright, the release language needs to be altered, or another release needs to be used.