DOC WORKSHOP: PRODUCTION SUPERVISION GUIDELINES
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The following is provided as a brief overview of Production Supervision fundamentals for Doc.

It is, however, your responsibility to be familiar with the full guidelines, which are available at:
The Film & TV Wiki Site: nyu.edu/filmguide > Undergraduate Film & TV

Production Supervision: An Overview
Production Supervision guides students in finding solutions to production risks & challenges, and to ensure that those solutions preserve the filmmaker’s creative vision, while working to promote safe, professional practices. The role of the production supervisor is to share their experience in the field, and to make himself/herself available to support student filmmakers in an advisory capacity.

I. Important Guidelines

The following scenarios are allowed within certain parameters, based upon Instructor approval and Production Supervision consultation & approval. If any of the below scenarios applies to your project, the following steps are required:

- a. Instructor Approval of Project
- b. Submission of Production Book (i.e. Production Materials or Project Proposal) to Production Supervision
- c. Consultation with Production Supervisor to develop a safe production strategy

* Shooting in Subway Cars and on Subway Platforms is strictly prohibited.

1. Potentially Hazardous Locations & Situations
Examples include, but are not limited to the following:
- Moving Vehicles (excluding basic b-roll shooting)
- Rooftops & Balconies
- Abandoned Buildings, Warehouses, Factories
- Large Crowd/Protest Environments
- Working with Animals (when risk is present)
- On or Near Water (when risk is present)

2. Illegal Activity
Projects involving the documentation of any sort of illegal activity are to be considered on a case-by-case basis.
- If approved, students much scrupulously avoid participating in, assisting, directing or controlling in any way the activity in question.
- It is important to understand that NYU does not provide or arrange for legal counsel for students arrested in connection with film projects. NYU may be able to point you to available legal resources depending on the circumstances.

3. Full Rig Use/ Augmenting Walk-In Kit
Projects that involve checking out equipment beyond the basic package.
This includes projects involving reenactments, or working with a size & scope that extends beyond that of basic doc production & equipment package.

II. Location Guidelines

- **Transportation:** Use of a personal or rental vehicle to transport crew &/or gear, must be reported to your instructor, and the vehicle must carry a minimum of $1,000,000 in general liability coverage. Please consult with your production supervisor beforehand.

- **Locations Requiring Proof of Insurance:** If a location owner is requesting an Insurance Certificate, please notify your Instructor and Production Supervisor immediately, in order to be approved to file with Insurance & Risk Management (important note: IRM generally requires a 5-day turnaround).
• **Public Property**: In general, no permit is required to shoot on NYC property – particularly if you are of limited size & scope. You must, however, adhere to all local government regulations regarding public property – please familiarize yourself with them:

  NYC Parks: https://wikis.nyu.edu/display/tsoaftv/Parks

III. Materials Required for Production Supervision Approval

The following materials are required for project approval by production supervision:

1. Project Proposal/Treatment - as it was submitted to you teacher.
2. The Production Supervision Doc Project Checklist

If not addressed in your proposal, you will need to include the follow, specific, information. Please create a formal document for this, as an addendum to your proposal - and do not simply submit in the form of an email response.

- Locations: Where you will be shooting
- Schedule: When you will be shooting
- Content: What you will be shooting
- Transportation: How you’ll be getting to/from your shoots (including proof of SLI if renting or using a personal vehicle)
- Certificate of Insurance needs: Will you need a COI to rent equipment or vehicles.
- Stewardship of Equipment Package: How it will be transported and safely stored.
- Crew: Who is in your crew (with personal contact info)
- Recreations/Reenactments: You must provide production details if planning on doing any.
- Any potentially hazardous locations/situations or illegal activity (elaboration upon checklist)

IV. The Practice of Professional Standards

• **Releases**: Always secure releases from featured subjects (for minors this must come from parent or guardian). Waivers/permissions are required when nudity or sexually explicit content is involved.

• Be diligent about your safety - use common sense. If a situation feels unsafe, **it probably is**.

V. What To Do In Case of An Emergency

• *Please take a moment to review the Emergency Procedures outlined on the Wiki:*
  https://wikis.nyu.edu/display/tsoaftv/Emergencies

• *In case of equipment Loss or Theft, please report this immediately to the Production Office on the 9th floor, or contact the NYU Office of Public Safety at 212-998-2222*