The following is provided as a brief overview of Production Advisement 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 ADVISEMENT: AN OVERVIEW

Production Advisors guide students in finding solutions to production risks, challenge & liability – and to ensure that those solutions preserve the filmmaker’s creative vision, while working to promote safe, professional practices. The role of the production advisor 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

WORKFLOW

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. Project Proposal) to Production Advisement, in addition to the materials delineated here in Section III
c. Consultation with Production Supervisor to develop a safe production strategy

RESTRICTIONS

The Following is Strictly Prohibited

- Shooting in SUBWAY CARS and on SUBWAY PLATFORMS
- DRONE PHOTOGRAPHY – It’s prohibited for students to operate drones for production use, but arrangements can be made to license footage from an FAA licensed drone operator.

GUIDELINES

The following scenarios are allowed within certain parameters, based upon Instructor approval and Production Advisement consultation & approval.

1. Potentially Hazardous Locations & Situations

Examples include, but are not limited to the following:

- Rooftops & Balconies
- Abandoned Buildings, Warehouses, Factories
- Large Crowd/Protest Environments

As well as the following examples, when risk is present:

- Moving Vehicles (basic b-roll shooting is allowed)
- Working with Animals
- On or Near Water

2. Illegal Activity

Projects involving the documentation of any sort of illegal activity are to be considered on a case-by-case basis.

- Students must 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 / Equipment Package Extensions

Projects that involve checking out equipment beyond the basic package – or the extension of a rig beyond the semester.
4. Reenactments
Projects working with a size & scope that extends beyond that of basic doc production, in terms of either crew size &/or 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/NYC+Parks](https://wikis.nyu.edu/display/tsoaftv/NYC+Parks)
  - **NYC Mayor’s Office:** [http://www1.nyc.gov/site/mome/permits/permits.page](http://www1.nyc.gov/site/mome/permits/permits.page)

**INTERNATIONAL Shoots**

All international productions must undergo thorough review by the NYU Department of Risk Management before approval can be granted. In some cases, an in-person meeting is required to discuss more specific details about your shoot. **Before booking travel plans please consult with your teacher and production supervisor to confirm insurance coverage for the country that you plan to shoot in.**

International shoots require additional preparation, longer review / approval periods and insurance coverage cannot be guaranteed.

For more detailed information about the review process, and a listing of excluded countries, please visit: [https://wikis.nyu.edu/display/tsoaftv/Long+Distance+and+International+Shoots](https://wikis.nyu.edu/display/tsoaftv/Long+Distance+and+International+Shoots)

**Excluded Countries - Insurance Coverage Review & Approval Process**
Projects shooting in excluded countries must allow 6 weeks for the Insurance & Risk Management review process alone. This does not include the instructor or production supervisor review period.

III. MATERIALS REQUIRED FOR PRODUCTION ADVISEMENT APPROVAL

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

1. Project Proposal/Treatment - as it was submitted to you teacher.

2. **If not addressed in your proposal, you will need to include the following specific & detailed information.**
   Please create a formal document for this, as an addendum to your proposal.
   Do not simply submit in the form of an email response.

**STANDARD MATERIAL REQUIREMENTS:**
- 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
- Proof of SLI (Supplemental Liability Insurance) 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

DISTANT LOCATION/ INTERNATIONAL SHOOTS:
• Proof of registration with NYU Traveler: https://wikis.nyu.edu/display/tsoaftv/NYU+Traveler
• Full Travel Itinerary Information
• Location-specific Emergency Services (Hospital/Medical, Police & Fire)

IV. CSI

CSI is a low-cost personal property insurance program that supplements the University Production Insurance Plan, providing coverage ranging from $6,000-$25,000. It includes basic coverage for personal items (computers, iPods, electronics, cell phones, personal camera equipment) as well as additional coverage for third party camera equipment that you borrow or rent. CSI is a mandatory purchase for all students enrolled in a Production Class. All CSI policies are annual policies that expire one year from the date of purchase. All CSI insurance certificates are generated through the NYU Department of Insurance & Risk Management.

For more information about CSI Insurance, please contact the Production Office (9thFloor), or visit the Film & TV Wiki: https://wikis.nyu.edu/display/tsoaftv/CSI+Insurance

V. 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.

VI. WHAT TO DO IN CASE OF AN EMERGENCY

NYU Safety Reporting Line: 212.992.3456 (FILM)

• 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