As students working on an approved student film project or class exercise (the "Project") in the NYU Tisch School of Arts Kanbar Institute of Film & Television Department, we acknowledge that we have read and understand the Production Guidelines that were provided to us by the Course Instructor and that are available online at https://wikis.nyu.edu/display/tsoaftv/Production+Advisement+Guidelines, and that the Project will follow those Guidelines.

We also affirm that the Production Advisement Review materials submitted to the Instructor and production adviser is accurate and complete. We affirm representation of the equipment package and production plan for the Project are accurate and complete. We understand we are responsible for notifying the Course Instructor and production adviser of any additions, deletions, or other revisions to any element of the Project that could impact the Project or the safety or well being of any member of the cast and crew.

Specific areas of production where we are required to provide updated information to the Course Instructor and Production Adviser include, but are not limited to:

- **Script**
  - Addition of a character, location, picture car or other major set piece.
  - Addition of stunt work or other potentially hazardous activity.

- **Location**
  - Addition of an interior or exterior location, whether it be featured as part of the film or used as a facility for production (i.e., holding area, equipment staging area, storage facility, etc.)

- **Equipment Package**
  - Addition to the equipment package as they pertain to camera, lighting, rigging, and power (if applicable).

- **Production Schedule**
  - Any changes to the production schedule, including extra shoot days, cover sets, and pick-ups.
  - Re-shoots also must be coordinated with the Course Instructor and Production Adviser.

- **Cast & Crew**
  - Any changes to the cast and/or crew list.
  - All cast/crew must be updated and complete prior to the start of production.
  - **Please note:** If there is a minor in the cast, the minor will be accompanied by 2 adults at all times (except the guardian/parent.)

We understand that we are responsible for providing the Kanbar Institute of Film & Television Department, the Course Instructor and the Production Adviser with full disclosure of the details of the shoot and any changes that occur that are relevant to the areas detailed above, and we agree to comply fully with the Guidelines and requirement at all times while the Project is in production.

We understand the importance of renting a vehicle from a vetted and approved vendor. We will purchase the appropriate $1MIL liability coverage and auto collision insurance that is required. In addition:

- All drivers will be listed on the rental contract.
- We will report any incidents to the rental agency, the Head of Production, and Risk Management within 24 hours.
We further understand that violating this Agreement will subject us to possible disciplinary review by the Academic Review Committee.

______________________________  ________________________________
Director’s Signature            Producer’s Signature