1) Applying For Production Approval

You’ll need:

- Request To Use A Simulated Weapon Form
- Letter from Vendor confirming weapon is certified for theatrical use
- Rental Quote
- Photograph of Weapon

Request the letter, quote, and photograph from an approved supplier of theatrical prop weapons, such as The Specialists. Be persistent for faster service.

Ask your Professor or Production Adviser for the Request To Use A Simulated Weapon Form. Fill it out, including a description of the scene and attaching a diagram or storyboards if necessary.

Upload these documents to a Google Drive folder and share with your Professor and Production Adviser for their approval.

Next, your Production Adviser will submit the google drive for review by the Production Safety Coordinator, Prof. Ted Wachs. If there are no further questions, you will receive an official Approval E-mail.

2) Registering For Insurance

Your Adviser will send an email approving you to Register For Insurance to obtain a Certificate of Insurance for the vendor. The email will include a link to their online form.

Simulated Weapons are a special scene, with an insurance turnaround time of 2 weeks. Your Certificate of Insurance will be emailed to you.

3) Working With The Rental House & Handling Simulated Weapons

The vendor will require a Credit Card Authorization and the Certificate of Insurance before check-out.

Store the prop in its case at all times, along with a copy of the Rental Paperwork and Approval E-mail. Prop weapons are strictly prohibited from NYU dorms. Instead, you can make arrangements to have the prop stored in the approved locker at TV12 or Todman Soundstage.

One crew member must be designated as the Armorer; the individual on set who is responsible for keeping the prop in their custody when it is not in use. Any scenes featuring a prop weapon in view of the public require permission by the local authorities.

All student projects must comply with the NYU Policy on Weapons, Simulated Weapons, and Theatrical Use of Weapons. HERE