PRODUCTION SUPERVISION • PROJECT CHECKLIST
Documentary Production Supervisor: Peter Hutchison (ph57@nyu.edu)

A. INSURANCE CERTIFICATES

IF: You Need a Certificate of Insurance for any of the following:

- Equipment Rentals
- Vehicle Rentals
- Location Insurance
- Public Film Permit

THEN: Contact your Production Supervisor immediately, as Insurance & Risk Management requires a minimum of 5 days to process. Production Supervision must review and approve your project materials in order to submit to Insurance & Risk Management.

B. POTENTIALLY HAZARDOUS LOCATIONS & SITUATIONS

IF: Your project features any of the following:

- FOR SIGHT & SOUND DOC
  - Moving Vehicles (Excluding basic B-Roll shooting)
  - Abandoned Buildings, Warehouses, Factories
  - Rooftops, Fire Escapes, Balconies, Bridges
  - On or Near Water/Watercraft (Oceans, Rivers, Pools, Piers - when risk is present)
  - Fire, Open Flames, Pyrotechnics
  - Large Crowd/Protest Environments
  - Animals (when risk is present)
  - Filming Beyond a 100 Mile Radius (Effective Fall 2016 – pending instructor approval)

- Potential Illegal Activity (to be considered on a case-by-case basis)

- FOR INTERMEDIATE & ADVANCED DOC

  The following check list includes & is in addition to the above, with the exception of the 100 Mile Radius rule:

  - Full Rig Check-out (Augmenting Standard Equip Package)
  - A Crew that exceeds “Limited Size & Scope”
  - Re-enactments & Re-creations
  - Filming Outside of the Continental U.S. (Contingent upon NYU travel & production advisories)

THEN:

A. Upon instructor approval, student submits Production Materials to Production Supervisor
B. Production Supervisor reviews project, and consults with student
C. Approval is based upon the development of a safe & thoughtful production strategy

STUDENT ___________________________ TODAY’S DATE ___________________________
EMAIL _______________________________ CELL _________________________________
CLASS _______________________________ INSTRUCTOR __________________________
PROJECT TITLE _______________________ SHOOT DATE _________________________

NOTES: