SIGHT & SOUND DOC: PRODUCTION ADVISEMENT GUIDELINES
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The following is provided as a brief overview of Production Advisement fundamentals for S&S 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 Advisement guides students in finding solutions to production risks, challenges & 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

The following scenarios are allowed within certain parameters, based upon Instructor approval and Production Advisement consultation and 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. Project Proposal) to Production Advisement, in addition to the materials delineated here in Section III
c. Consultation with Production Advisor to develop a safe production strategy

1. 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.

2. 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

3. 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.

4. The 100 Mile Radius

   Shoots beyond the 100 Mile Radius of 721 Broadway are allowed, pending teacher approval.
5. International and Distant Location Shoots
Under certain circumstances, international shoots may be considered in S&S. You must seek out and obtain your instructors approval before assuming an international shoot is viable. Please note that all international productions must undergo thorough review by the NYU Department of Risk Management – requiring additional preparation, a longer review/approval process and an in-person meeting – before approval can be granted. Insurance coverage cannot be guaranteed for international shoots.

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

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:
  
  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)

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](https://wikis.nyu.edu/display/tsoaftv/NYU+Traveler)
- Full Travel Itinerary Information
- Location-specific Emergency Services (Hospital/Medical, Police & Fire)
IV. CSI EQUIPMENT POLICY
At the teacher’s discretion, students enrolled in production courses may use their own personal equipment, as long as the total replacement value does not exceed what is allowed by their CSI Insurance coverage.

CSI Insurance is a mandatory purchase for any student enrolled in a production course. It provides Personal Property coverage ranging from $6,000-$25,000, as well as an Equipment Endorsement, which covers $25,000 of rented or borrowed photo/video equipment. The Equipment Endorsement does not apply to personal property. If you are using your own camera, it will be covered by the Personal Property coverage so be sure to select a high enough limit to match the value of your equipment. You can contact CSI to increase your coverage anytime.

Students are responsible for any loss or damage to the equipment, as well as any technical issues that might arise from its use.

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

V. PROFESSIONAL PRACTICES
• 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