PRODUCTION ADVISEMENT: Special Scenes & Activities

In this class you may encounter certain aspects of your projects that may need to be approved beforehand. Please contact your instructor if your project contains any of the special scene elements listed below.

Depending upon the situation, some of these activities can be approved quickly, while some may take additional time, up to two (2) weeks. We recommend that you begin the process at least three weeks in advance. We strongly encourage you wait until your 4th or 5th project to feature special scene elements.

**Special Scene Elements**

- Rooftops, fire escapes, balconies and bridges
- Water scenes, oceans, rivers, pools, piers, decks, bathtubs, etc.
- Railroad tracks and property.
- Choreographed fights and physical stunts
- Open flames, camp fires, fires, etc.
- Other potentially hazard exposures (if you have a question, ask)
- **Prop Weapons:** All use of prop or simulated weapons (including toys) must be approved in advance by your Professor and cleared by your Production Advisor. For a complete explanation of what is defined as a ‘prop weapon’ please refer to NYU’s policy on Use of Weapons, Simulated Weapons and Theatrical Weapons, located on the Film & TV Filmguide: nyu.edu/filmguide > UGFTV > Fundamentals > S&S Filmmaking Basics

You need to contact your Professor and discuss the possible special scene elements with them. During this discussion you may find alternative solutions and can shorten the pre-production period. If your Professor approves your special scene elements, they will contact the class-assigned Production Advisor to discuss. Your Production Advisor will then require you to submit logistical information about your shoot.

Complete the Fundamentals Production Advisement Form, located on Filmguide: nyu.edu/filmguide > UGFTV > Fundamentals > S&S Filmmaking Basics. Include the following information, as requested, and Email it to your Professor and Production Advisor, along with any other supporting documents:

- Project title & number, and Professor’s name
- Shoot Schedule; Cast & Crew Contact Information
- Location Information: Address (or street with cross streets) of your shoot location, including nearest emergency services (hospital, police station, fire station).
- Scene Description (not the entire script)

For Prop Weapon Requests Only:

- You can rent prop weapons from a vendor called The Specialists, located at 47-40 Metropolitan Ave, Brooklyn, NY. When you book the rental, request a copy of the rental quote and a letter stating that the weapon is a certified theatrical prop.

- Fill out the Simulated Weapon Request Form, which can be downloaded from the Filmguide: nyu.edu/filmguide > UGFTV > Fundamentals > Sight & Sound Film

- Email the request form to your Professor and Production Advisor, along with the rental documents from the prop house.  Your Production Advisor will then submit this to Ted Wachs, who is the Safety Coordinator and
Department Designee for approving all prop weapon requests. When approved, you will receive a formal approval letter from Ted Wachs.

**Insurance Process:** After you have submitted all of the required information to your Production Advisor, you will be approved to proceed with the shoot. If certificates of insurance are required, your Production Advisor may refer you along to the NYU Office of Risk Management to request the necessary documents. Please note that the process can take up to 10-business days (two weeks). Plan accordingly.

**Important Points About Prop Weapons:**

**Prop Weapon Transport & Storage.** Always make sure that the prop is stored in its case at all times, along with your approval letter from school (Ted Wachs) and the rental paperwork given to you by the prop house. **Under no circumstances should a prop weapon be left unattended or taken out of its case in public.**

Prop weapons are strictly prohibited from NYU dorms. Instead, you can make arrangements to have the prop stored in the approved locker at the Todman Center. Please review the following procedures listed on the Filmguide: nyu.edu/filmguide > People & Places > Todman (see Prop/Simulated Weapon Storage)

**If A Location Owner Requests Proof of Insurance:**

If you encounter a location owner who is asking for insurance, please email your Professor and Production Advisor a document that includes the project information listed above and please include the following:

- Location photos (at least 2)
- A signed copy by you of the NYU Location Agreement, which can be downloaded From the Filmguide: nyu.edu/filmguide > Pre-Pro & Production > Locations

Once you have gathered this information, you will then be approved and instructed on how to file for the insurance. Please allow at least 1-week lead-time for this process. Additional information can be found on the Filmguide: nyu.edu/filmguide > UGFTV > Fundamentals > S&S Filmmaking Basics

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