In S&S Studio you may decide to shoot a scene that involves choreographed stunts (such as fights) or that features prop weapons, such as knives or simulated firearms. To accomplish either you will need approval from the Department of Insurance & Risk Management and for weapons, a certificate of insurance. These are the steps you need to keep in mind:

- Prop Weapons and stunts can only be done as part of your final project.
- You must first get approval from your instructor.
- Submit scene information to your production supervisor.
- The process for approving stunts and prop weapons can take up to two weeks.

**Here is a step-by-step on what you need to do to get approved:**

**For Stunts & Choreographed Fights**

- Fill out the *Choreographed Stunts & Fights Form*, which can be downloaded from the Wiki: nyu.edu/filmguide > UGFTV > Fundamentals > Sight & Sound Studio.

- Some stunts may require a professional stunt choreographer to supervise. Please consult with your professor and production supervisor to determine whether or not one is needed. If so, then you need to provide a copy of the stunt choreographer’s resume.

- Email it to your instructor and production supervisor, along with any supporting documents, as indicated on the form (ie. storyboards, blocking/scene explanation)

**For Permission to Use Prop Weapons:**

- 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 Wiki: nyu.edu/filmguide > UGFTV > Fundamentals > Sight & Sound Studio

- Email the request form to your instructor and production supervisor, along with the documents from the prop house. Your production supervisor 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 Supervisor, you will be approved to shoot and are now able to start the insurance filing process. **Please note that the process can take up to 10-business days (two weeks). Plan accordingly.**

**Important Points:**

**Prop Weapon Storage.** Always make sure that the prop is stored in its case at all times, with the paperwork given to you by the prop rental house. Under no circumstances should a prop weapon be left unattended, or taken out of its case in public.
Sight & Sound Studio:  Prop Weapons & Stunts  
(REV 6/07/2016)

Prop weapons are strictly prohibited from NYU dorms. Instead, you can make arrangements to have the prop stored in the approved locker at TV12. Please review the following procedures carefully:

- As per NYU policy, under no circumstances may a Simulated Weapon be stored in any NYU owned, leased, or controlled facilities other than an approved safety storage area (ie, may not be stored in dorms or other NYU spaces besides this approved locker).

- Student must provide the TV12 staff with a copy of the NYU Certificate of Insurance for the prop weapon in order to store it. See your Production Supervisor or Production Advisor if there is any question about how to obtain a certificate of insurance.

- Prop weapons may be dropped off and picked up in-person, by advanced appointment, at TV12 between the hours of 9am-5pm M-F excluding holidays and modified hours (NYU ID and signature required).

- Drop off and pick up of the prop weapon must be within reasonable proximity to the approved shoot dates (for example, the day before and day after, barring holidays and other extenuating circumstances). Please discuss special situations in advance.

- Storage is on a first come first served basis and requests are dependent on space being available in the locker. It is recommended that you email ahead to check availability: tisch.tv.studios@nyu.edu

- Late fees may apply for unclaimed props.

- If you live off-campus, consult your Production Supervisor/Advisor to see if you are safe to store your prop weapons in your own apartment.

- Notes: For any situations that fall outside of the above, alternative storage arrangements may be possible 24/7 at NYU's Office of Public Safety (7 Washington Place).

Armorer/Weapon Handler: You must designate one person on the crew who will be in charge of handling and storing the prop on set. This person is the only individual authorized to handle the prop while the actor is not using it. Please note that if you are bringing simulated firearms into any NYU building you must abide by the University's Policy on Theatrical Use of Simulated Firearms and Other Weapons. Some circumstances may require professional supervision. Faculty and Production Supervision prior approval is REQUIRED.