The Regent University
Production Manual
Revised 6.17.14

School of Communication & the Arts
Department of Cinema-Television

College of Arts & Sciences
Department of Cinema-Television
Introduction & Purpose

This manual is provided to Regent University Cinema-Television (CTV) students as a guide to the policies and procedures for students who produce, direct, edit, or serve as crew on Regent University projects. These projects include, but are not limited to Regent endowment films (Spring, Summer and Fall Films), portfolio films, directed and senior project films, music videos, documentaries, class projects and official CTV & CAS departmental projects.

This manual also outlines the procedures for securing Regent equipment and facilities.

All Regent University CTV Graduate program (MA, MFA) and CTV and Animation Undergraduate program students are responsible for the information provided in this document.

Personnel

Faculty Executive Producers

As Executive Producers (EPs), Regent faculty provide guidance, counsel and instruction. The EP should be a student’s first stop if there are questions during pre and post-production or while shooting. On Regent endowment films, EP's are required to be on set at least once a day while students are shooting.

Safety Manager

Andrew Quicke
andrqui@regent.edu
352-4226

Provides guidance in industry-standard safety procedures. Never hesitate to call with any safety concerns or to report any accidents or injuries. All endowment projects are required to perform a safety check with the safety manager. See the “Safety Program” section for more information.

Equipment Office and Production Coordinator

Graham Miller
grahmil@regent.edu
352-4473

Oversees the Equipment Office, and assists faculty and students with the setup and operation of the television studio and production spaces.

Sound Designer and Audio Technician

Stephen Peppos
speppos@regent.edu
352-4512

Assists students and faculty with the proper setup and operation of all audio facilities, including the television studio, audio post-production suite, Voiceover room and audio edit suites.
Lighting Designer and Master Electrician  Jeff Brangan  352-4731
jbrangan@regent.edu

Assists faculty, students and clients with lighting setup and operation of facilities for theatrical and studio productions.

Director of Technical Operations  Dave Garcia  352-4239
dgarcia@regent.edu

Oversees the technical operations and support of the Com-Arts production, post-production, performance and screening spaces.
Pre-Production

Pitching Sessions

Each semester, a pitching session is held. These sessions are open to all Cinema-Television Students. Students are given the opportunity to pitch ideas that may be considered for a Regent University funded production. Students are encouraged to attend these sessions, even if not pitching. The process is as follows:

At the start of the semester, the CTV faculty announce the pitching session date(s). Students sign up for a time-slot, by contacting the faculty secretary in CTV.
Students may sign up for up to two different time slots.
All students are expected to arrive on time for their pitch.
Students must bring 5 copies of the pitching form.
After the pitching session, the faculty will review the concepts. Students will then be notified which concepts are to be developed.
Students then have one week to submit a step outline, which flushes out the story in detail.
The faculty will review the step outlines. Students will then be notified which step outlines are to be developed into scripts.
Students then have one month to submit a completed script.*
Faculty will review submitted scripts, and choose scripts for readings.
Readings are typically scheduled in January of the spring semester. The exact date will be posted yearly on the Regent website. Readings are generally held in Screening Room A.
Each writer shall have the responsibility of securing actors to read parts.
Following the readings, scripts will be made available to faculty and other producers.
Selection for development does not guarantee production. Only pitches selected for development will be notified; scripts not moving forward will not be notified.

Pitches and screenplays will be judged by the following criteria:

1. Originality
2. Solid story structure
3. Redemptive qualities
4. Innovative concept
5. Suitability for short film

Students should understand that screenplays produced by Regent, using Regent University monies become the sole property of Regent University.

Scripts must be in proper screenplay format and submitted as a pdf AND in the format of the screenwriting software (ie Final Draft, MovieMagic, etc.). Screenplays not submitted in this manner will not be read.

Crews - Endowment Film Projects – Tier 3

1. Your EP must approve all Crew Lists. Projects can and will be cancelled if an attempt is made to have unqualified students operate production equipment. See an example crew list on the Regent website.

2. The Camera Team pre-reqs: The DP, camera operator, first AC and second AC on any shoot using a Regent camera must be qualified for the camera’s tier level. This is the only crew permitted to touch this equipment. The sole exception to this is the student director and/or script supervisor who may look through the viewfinder to check a shot. Camera Tiers Description.
3. The Post-Production Team pre-reqs: The editor should have successfully completed CTV 557, Aesthetics & Techniques of Editing. The sound editor and/or re-recording mixer must have successfully completed CTV 658, Sound Production & Design.

4. Students may have these production pre-reqs waived by proving competency in each area. For more information contact your EP.

**Crews - Class Projects - Tier-1 & Tier-2**

1. Your Instructor/EP must approve all Crew Lists. Any crew members reserving, checking out, and operating equipment must be eligible for that equipment. Ineligible crew members may not operate any of Regent’s equipment.

**Budgets**

The following applies to CTV projects funded by Regent (i.e. endowment and special departmental projects.) This does not include portfolio projects, senior projects, directed or class projects:

**Note:** Acquisition and distribution format(s) must be determined and approved by EP in pre-production, and must be reflected in budgeting and scheduling.

1. Your EP must first approve the production budget to be verified for accuracy. Production budgets must be submitted at least two weeks before the student producer expects to have to expend any of the school’s money. This will allow for any changes or corrections to be made, and for the project’s account to be set up.
2. All production budgets must be completed on Movie Magic budgeting software, or an excel spreadsheet. See an example budget here.

3. Production Budgets must account for all expenses incurred for the life of the project, including pre-production, production, and post-production expenses. Each budget must include a 10% contingency.

4. The EP must approve expenses that need to be incurred which are not in the production budget, nor expected to be taken out of contingency.

5. Failure to follow the proper approval process for budgeting may result in students incurring unapproved expenses. The university will not pay unapproved expenses, which means the student is personally liable for these expenses.

6. At the end of production, it is the student producer's responsibility to set up a meeting with the EP to balance the budget to date. A budget report must then be submitted to the EP.

7. After the film is completed and output in its approved master and distribution format(s), the final, balanced budget is then turned in to the EP.

8. Students are also required to fill out a cash flow worksheet before funds can be granted.

NOTE: Remember, it is the responsibility of the student producer and director to bring the film in on time and on budget!

SPENDING FUNDS

NOTE: All purchases made on behalf of Regent using personal cash, personal checks, and personal credit cards, must adhere to Regent’s policies. Any violation of these policies results in an unapproved expense. The university will not pay unapproved expenses, which means the student is personally liable for these expenses.

1. Rentals: All rentals must be processed via purchase orders or the purchasing card. The cost of all rentals should be in the budget. Rentals must be arranged with the EP and business office at least one week in advance. The university will not pay cost for rentals not processed through the EP and business office.

Students are not allowed to rent 3rd party equipment, which includes but is not limited to cameras, grip, lighting, and audio gear under Regent’s liability. If students rent 3rd party film equipment, they are responsible for any insurance costs incurred.

NOTE: Students are not allowed to rent any vehicle such as a rental car or truck, with university money, without clearance. For approved vehicle rental companies, contact Gayle Wallace at 352-4008 or via email: gaylwal@regent.edu

The university has accounts with specific local vehicle rental companies. These companies must be used for insurance purposes. If you need to rent vehicles with university money, consult with your EP.

2. Paid Services/Services For Hire: All paid services must be arranged via contracts and purchase orders (or check requests), processed through the dean’s office. All contracts for hired services must be completed and approved before the work is to commence. Students are not allowed to hire or contract for services, with university money, without clearance, nor are students allowed to alter any approved contract. See independent contract agreement template.

3. Cash Advance: In some circumstances, students may obtain a Cash Advance for minor expendables that cannot be arranged for with check requests, purchase orders or the university purchasing card. Cash Advance requests must be made at least two weeks before the cash is needed.
NOTE: Cash Advance requests will not be processed before the budget is approved.

Once a Cash Advance has been processed for an individual, no new Cash Advances will be processed for that individual until the current one is cleared.

To clear Cash Advances, all receipts, remaining funds and an expense report must be properly filed with the administrative dean. Cash Advance forms may be found on the website and at the university business office. The EP can provide instruction for properly completing an expense report, in advance.

NOTE: Remaining funds from Cash Advances must be refunded to the university via check—no cash. Please make all refund checks payable to Regent University.

4. **Check Request:** Check Requests may be made for specific purchases. Requests must be made at least two weeks before the check is needed. Check request forms may be found on the website and at the university business office.

5. The EP must be copied on all expenses incurred by the production.

**Tables & Chairs (Regent Property)**
Tables and chairs for craft services and catering may be rented from the Regent University facility services department. Reservations must be made a week in advance

See the Facility Services web page for rates and a full description of the reservation policy.

Contact Facility Services @ 352-4005.

**Costumes/Wardrobe (From Regent Theatre dept)**
To borrow costumes for any Student film productions:

1. Director/Producer makes an appointment with the designated costume shop GA to discuss their needs and comes to this meeting with a list of what they would like to borrow as well as approximate sizes, if available. **This list must be written down.**
2. When the costumes pieces are assembled, a list is made of the items as well as their condition. Copies of this list are made and given to RCD & the Director/Producer.
3. Costume pieces are signed out and a due date is assigned. If the items are not returned on the due date it will result in suspension of privileges in the costume shop for the reminder of the semester.
4. When the pieces are returned, they must be cleaned before being returned to stock. Depending on the number of items borrowed, the RCD will request some assistance from the director or a person of their choosing to wash, mend and return the items to stock.

5. If an item requires cleaning or washing during the shoot or rehearsal period, the RCD must be contacted about how an item can be cleaned. This is especially important with items like blood (stage or real).

6. It is the responsibility of the Director/Producer to return borrowed items to the Costume Shop in reasonable condition. Damage to items will be chargeable if the item cannot be repaired and will come out the production budget or the Director/Producer’s pocket.

7. Dry Cleaning services are chargeable to the Production budget (Theatre or Film/Video)

8. If the RCD is not on-site, particularly for film & video shoots, a wardrobe person / running crew must be utilized. That person’s contact information must be available to the RCD and adhere to the protocol for running crew.

9. A window of two to three weeks for this process is desirable. Anything less than 72 hours notice to borrow costumes is NOT acceptable.

10. Keys to the Costume Shop will NOT be handed out.

11. Laundry:

   a. Any laundry must be done under the supervision of the RCD or Wardrobe Person. This includes the University’s laundry.

   b. Personal laundry is not to be done in the Costume Shop.

Responsibilities—Wardrobe Personnel (WP) / Running Crew (RC)

   1. WP / RC is responsible for the day-to-day wear and tear on all costumes for assigned productions.

   2. WP / RC is required to be on-site during all performances and cover the dressing rooms and assist with any fast changes

   3. It is the actor’s / stage manager’s responsibility to notify the RC of any repairs or damage to their costume. Repairs are to be done as soon as possible.

   4. Laundry for each production is done on a daily basis – to be determined by WP / RC

   5. WP / RC is responsible for strike at end of show. This means removing all costumes, make-up, wigs & costume accessories from the dressing rooms, laundering all washable items, assembling items for transport to the dry cleaner, returning all items to stock after cleaning at the discretion of the RC.

Responsibilities—Actor

   1. The actor is required to supply the following for all performances; underwear, T-shirt or bra, black socks or suntan pantyhose. The actor will discuss these items with the RC prior to first dress.

   2. The actor is required to furnish their own make-up with the exception of Specialty make-up, such as age or FX makeup effects

   3. The actor is required to keep his/her make-up station neat.

   4. The actor is required to hang up his/her costume after each performance

   5. The actor is required to designate what laundry / repairs needs to be done to their costume to the WP / RC.

   6. Starting in Fall, 2003, costumes will be checked in and out from the Costume Shop before and after each performance. A clipboard will be available to write down repairs to costumes.

See the Costume Form on the Regent Website.

Makeup Kit

The Regent University Makeup kit is available to students on a checkout basis. See the Resident Costume Designer for details. You may email her at: judyhol@regent.edu.
Props
1. Make an appointment with the Shop at least 3 days before you would like to check out costumes or props.

2. Requests must be made in person or by phone during office hours only. Meetings to look through props will be available on Tuesday or Thursday afternoons. Do not call the theatre office staff at their homes.

3. Checkout forms must be completed prior to the day of check out. These forms must be signed by the advising professor and by the person checking items out. The person checking props out will be responsible for care and return of props to storage as well. If another person will be returning them, their name must appear on the form as well. It is recommended that one person be in charge of all props used in a production.

4. Items can be checked out on Friday (props in the morning, costumes in the afternoon) and will be checked out until the following Tuesday or Friday. This date must be established when the form is turned in. Items can only be returned to the Shops during the listed hours, and it is the responsibility of the production’s props person (not the Shop staff) to return items to their proper storage locations.

5. If props are not returned at the established time a fine will be charged. The fine will be determined based on number of pieces checked out and time overdue. Fines are as follows: $20/day per item for late return. Item not returned in original condition: $50/item needing repair or touch-up paint. Upholstery damage will be charged based on cost of re-upholstering items damaged. Fine will be determined by Shop Supervisors and paid in Theatre Manager’s office.

6. All props must be returned in the same condition in which they were received, unless discussed before check out with the appropriate supervisor. Costumes must be cleaned according to the directions of the Costume Shop Supervisor. A note of this must be made on the checkout form. A fine will be charged to anyone who returns props not in their original condition. Fines for individuals working on class projects are billed to the individual. Fines for items used on school-sponsored projects will be billed to the production.

7. Faculty and staff (full time, part time and graduate assistants) are not permitted to open storage or check out equipment without the Shop Supervisor or designee present. Security will not open storage areas for people wishing to checkout items.

Scheduling Your Film
1. Students should include the appropriate COM School Tech Ops personnel in pre-production planning meetings when their production will utilize the services of those personnel or will involve any production location within the COM Building.
2. Production schedules must be carefully constructed. Do not attempt to schedule too many script pages on one day! The average number of pages a student shoot can accommodate is usually 2-3 pages per day, or, 15-20 shots per day. For local locations, normal shoot days must last no longer than **ten hours** from crew call to final wrap. With the EP’s permission, a local location shoot day may be extended to twelve hours. Shoot days or shoots at local locations may not in any event last longer than twelve hours from crew call to final wrap! For distant locations, a normal shoot day is considered twelve hours, which may be extended to fourteen hours with the EP’s permission. Distant location shoot days may not in any event last longer than fourteen hours.

<table>
<thead>
<tr>
<th>Type of Shoot</th>
<th>Normal Shoot Day</th>
<th>Extended shoot day with EP approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>Distant</td>
<td>10</td>
<td>14</td>
</tr>
</tbody>
</table>

3. Be sure to refer to the **pre-production checklist** on the Regent website to ensure all tasks are completed prior to shooting.
Production

General Production Procedures
The following applies to Regent University endowment projects:

Students are required to place the following production calls to their EP: 1st shot, 1st shot after lunch, and wrap.

1. On night shoots female students must be escorted to their cars at the end of the shooting day. In addition, female students are strongly encouraged to arrange escorts to their homes and literally to their front doors. A shoot qualifies as a night shoot if filming begins in the evening, 4p-12a and finishes anywhere from 12a to 7a.

2. Production schedules must include a day to check out and a day for return of equipment. A large film or video shoot might take the greater part of a day to check out or in. This is because the equipment GA’s and students must carefully examine each piece of equipment. Do not plan to shoot on a check out or return day! Keep in mind all students are responsible for the information provided in the CTV Equipment Guidelines.

3. Talent and crew must be given at least ten hours turnaround, from the wrap of one day’s shooting until the call time of the next day’s shoot.

4. Cast and crew must be given a meal break no later than six hours from the start of work. After the second six hours of work, a walking meal or meal break must be taken.

5. Productions should not be scheduled to conflict with other classes that the cast or crew may be in. Missing class to be on a shoot is not an adequate excuse. In emergencies, contact your Executive Producer.

6. Any shoot that goes beyond the approved 10 or 12-hour day will be fined as follows:

<table>
<thead>
<tr>
<th>Initial unapproved offense fine:</th>
<th>$150.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overage fine for every hour over:</td>
<td>$50.00</td>
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</tbody>
</table>

(Example: A film shoots 1 hour and 15 minutes unapproved. They are fined $150 for the infraction, and $50 for the start of the 2nd hour, for a total of $200.)

Fines will be attached to the Director’s student account via the business office.

7. Production schedules which require any personnel and/or equipment support from the Technical Operations Dept. shall observe all Federal and State Holidays. The EP and the Director of Technical Operations must approve any exceptions.

Releases & Clearances
The following applies to Regent University endowment projects:

1. If shooting with children under the age of 16, theatrical permits must be obtained by the Producer or 1st AD, filled out and sent to the Department of Labor at least 5 days before children are to work. These are not our rules; these come from the Department of Labor for
the state of Virginia. Failure to comply will result in using children illegally. For more information on child labor laws see their website (doli.virginia.gov/laborlaw/laborlaw.html)

2. A copy of the final Shooting Script along with a Script Release (Assignment of Rights) must be turned into the EP with the budget, before shooting begins.

3. Talent Releases for all talent seen or heard in the project must be turned in with the production files. Only one release is needed for each person, but it must be obtained the first day that person participates in the project and it must be signed before the actor appears on camera. Minors must have the signature of their parent or legal guardian on the “Consent and Release (Minor)”.

4. Before a project is allowed to proceed to a sound mix, a Music Release signed by the composer and/or performers of any music on the sound track must be in the production files. A note on music, it is Regent University policy that all music for a Regent endowed film becomes the sole property of Regent. Therefore, students are required to complete a music release with their composer, or use music from the Audio License music library. Exceptions to this rule can be made on a case-by-case basis.

Reports
The following applies to Regent University endowment projects:

1. Daily Production Report (Film & Video): The Daily Production Report must be submitted to the EP each day the project shoots or spends money. They must be delivered the following day by 5:00pm (this is standard in the industry). The student producer, the production manager and the 1st A.D. must sign the daily production reports. Daily production reports are a legal document; intentionally filling in an untruthful daily production report constitutes fraud. Incorrect Production Reports will be returned to the student(s) for revisions. The production reports may be e-mailed.

2. Call Sheets: Call Sheets must also be delivered to the Safety Manager, EP and faculty secretary by 5pm before each shoot day.
Post-Production

Post-Production Procedures
The following applies to Regent University endowment projects:

After principal photography is completed, the producer and/or director and/or editor meet with the EP to set up a post-production schedule. It is the producer’s responsibility to make sure the editing team meets all of their deadlines. Failure to do so may result in exclusion from the annual Regent University Film Showcase.

Video Post-Production (Non-Linear Editing or “NLE”) Suites

Eligibility
NOTE: The CTV department does not provide NLE systems for general student use. Systems are provided for university-endowment projects, portfolio projects, and senior projects, in the same manner as Tier-3 equipment. Exceptions can be made on a case-by-case basis.

In order to use the CTV video editing suites, students must successfully complete the CTV 557 Aesthetics & Techniques of Editing or pass an NLE Qualifying Test. Additionally, students must have media storage—either in the form of an external hard drive or as a drive allocation on the CTV media server. Students are not allowed to use the NLE internal drives for editing. All unauthorized media will be deleted from the Regent CTV NLE’s—no exceptions.

You are not permitted to re-patch (re-cable) any editing facilities—other than to attach or detach your external hard drive(s). Doing so will result in the loss of your equipment privileges, indefinitely.

Students are required to reserve their post sessions, via the Com-Arts facilities reservation web page.

1. **Non-Linear Editing Classroom (Com-138) Macs.**
   The Macs in the NLE classroom are only available to students currently enrolled in an NLE class or Audio Production class, working on assignments for those classes.

   During class sessions in the NLE classroom, these Macs will only be available for class use.

2. **Color-Correction System (Com-133J)**
   Students enrolled in a current NLE class have scheduling priority during the semester.

   The Color-Correction Mac is available for the color-correction phase of university-endowment projects and portfolio projects.

   For university-endowed projects, students not currently enrolled in NLE classes must pass an NLE Qualifying test, in order to use this system. Approved students will be assigned an account and password, which will expire at the end of the project or the end of the semester, whichever is sooner.

3. **Non-Linear Edit Suites (Com-133A, 133B, 133K, 133L)**
   The NLE systems are made available for university-endowment projects, portfolio projects and senior projects. Exceptions can be made on a case-by-case basis.
For university-endowed projects, students not currently enrolled in NLE classes must pass an NLE Qualifying test, in order to use this system. Approved students will be assigned an account and password, which will expire at the end of the project or the end of the semester, whichever is sooner.

NLE Suite Reservations
1. Reservations are limited to four-hour blocks, and MUST be scheduled in advance. Longer reservation blocks are granted only by written permission of the supervising CTV professor.
2. In the event that a student has booked an edit shift, and then finds that they do not need the time, it is imperative that they contact the scheduler to advise of the cancellation, so that the room can be made available to others.
3. Unauthorized usage of the suites, or multiple shift cancellations without proper notification may result in the loss of the student's Card Reader access to that room.
4. Facilities Requests, Keyscan Access Requests & Equipment Reservation Forms will be posted on the website. After the student fills out the form, it should be submitted to the appropriate professor for approval before being forwarded to the scheduler (which at this time is the Operations Manager) for input into ScheduAll.

(Note: Currently, students will not have direct access to ScheduAll, so students should check the schedules posted on the suite doors, or the schedules posted outside the scheduler's office when submitting their request for edit times, etc.)

Access to NLE Suites
1. The University Keyscan Card Reader System controls the locks on all post-production suites. Keyscan cards are attached to your student ID, and must be activated by the Operations Manager (COM-226).
2. Each student must submit a Keyscan Request (from the website) to the appropriate professor for approval to access only the rooms that are necessary for that student. The professor will forward the approved request to the Operations Manager for implementation.
3. Access is granted to each space within the building on a semester-by-semester basis, and the process must be renewed at the beginning of each new semester.

Pro Tools Audio Post-Production Suites
Eligibility
NOTE: The CTV department does not provide audio post systems for general student use. Systems are provided for university-endowment projects, portfolio projects, and senior projects, in the same manner as Tier-3 equipment. Exceptions can be made on a case-by-case basis.

In order to use the CTV audio post-production suites, including the audio editing suites, the Voice-Over/ADR suite, or the audio mixing suite, grad students must be enrolled in (or have successfully completed) CTV-658 Sound Design, as well as CTV-556 Non-Linear Editing courses (for video-based work), undergrad students must be enrolled in (or have successfully completed) CTVU-258 Audio Production, as well as CTVU-156 Non-Linear Editing (for video-based work), or demonstrate proficiency (to the satisfaction of the NLE Supervisor) in ProTools, with professional outboard audio equipment, and the digitizing suite.
Pro Tools Suite Reservations

1. Reservations are limited to four-hour blocks, and MUST be scheduled in advance. Longer reservation blocks are granted only by written permission of the supervising CTV professor.

2. In the event that a student has booked an edit shift, and then finds that they do not need the time, it is imperative that they contact the scheduler to advise of the cancellation, so that the room can be made available to others.

3. Unauthorized usage of the suites, or multiple shift cancellations without proper notification may result in the loss of the student’s Card Reader access to that room.

4. Facilities Requests, Keyscan Access Requests & Equipment Reservation Forms will be posted on the website. After the student fills out the form, it should be submitted to the appropriate professor for approval before being forwarded to the scheduler (which at this time is the Operations Manager) for input into ScheduAll.

(Note: Currently, students will not have direct access to ScheduAll, so students should check the schedules posted on the suite doors, or the schedules posted outside the scheduler’s office when submitting their request for edit times, etc.)

Access to Pro Tools Suites

1. The University KeyScan Card Reader System controls the locks on all post-production suites. Keyscan cards are attached to your student ID, and must be activated by the Operations Manager (COM-226).

2. Each student must submit a Keyscan Request (from the website) to the appropriate professor for approval to access only the rooms that are necessary for that student. The professor will forward the approved request to the Operations Manager for implementation.

3. Access is granted to each space within the building on a semester-by-semester basis, and the process must be renewed at the beginning of each new semester.
**Distribution Procedures**
Films funded by Regent will be distributed by Regent to film festivals. Students are encouraged to bring festivals they feel appropriate for their films to the attention of their EP’s. In some cases, student portfolios may also be sent to festivals, with fees and shipping paid for by the university. Students should talk to their EP’s for further information. Student films that screen at the Regent Student Film Showcase or OTIS film festival may also be sent to festivals at Regent’s discretion.

**Production Stills**
Taking the right stills during production is crucial to publicity and distribution efforts.

The following guidelines should apply to all projects that could possibly be considered for the Regent Student Film Showcase and festivals.

**What to shoot w/crew (10% of your stills)**

- Director “directing” actors
- Director next to camera, “working”
- Camera operator w/eye to lens
- Sound mixer with good view of Nagra and/or Mixer
- Medium to wide shot with camera and operator, boom, actors and director watching.

**What not to shoot**

- Crewmembers smiling at the camera (these are useless).
- Crewmembers doing anything but working.

**Shooting the Action**

- Get as close to the film camera as possible and try to replicate what the camera shoots. Shoot only rehearsals unless the shot is MOS. Sometimes good shots can also be taken on a take immediately before “action” and after “cut.”
- Try to catch emotional moments between the characters or shots that showcase the emotional state of the character.
- Also try to catch action shots, if applicable.
- Think about what might be a good shot for the film poster, video cover, or a shot that tells what the story is about (without giving away too much).
- Be sure to discuss what shots would be good to get with your director, producer, and Executive Producer.

**The Process**

- Check out the CTV digital camera from the equipment office.
- At the end of principal photography turn memory card in to producer.

For further information, feel free to contact Lorene Wales, 352-4209.
Equipment Guidelines

INTRODUCTION
Use of equipment from the School of Cinema-Television (CTV) Equipment Office is a privilege with corresponding rules, responsibilities and accountability.

Good stewardship is the aim of these guidelines, to ensure optimal equipment longevity and availability. Proper training, care and handling, vigilance and courtesy are essential to achieve this aim.

Failure to follow these rules will result in monetary penalties, loss of privileges, or both.

Equipment Office
Location: Com-121 (near the south loading dock, next to the Scene Shop).
Hours: Weekdays, 8:30a – 5:00p
Phone: (757) 352-4240

Equipment Eligibility Policy
CTV Equipment may only be used by students for:

- CTV & CTVU class assignments
- Animations class assignments
- MA/MFA portfolio projects
- Official CTV departmental projects
- Journalism class assignments
- Endowment Projects
- CTVU senior class projects

Tier 1 CTV equipment is available for class assignments, by students who are (1) currently enrolled, and who’ve (2) filed a signed Equipment Policy Agreement with the Equipment Office, and who’ve (3) successfully completed CTV-502 or CTVU-102.

Tier 2 & 3 CTV equipment require additional courses and qualifications. Please see Tier Eligibility policies below.

Students who’ve successfully completed CTV-502 or CTVU-102, are also eligible for Tier 0 CTV cameras—which are made available for practice on non-class projects, by special request.

General

- Allow at least 3 business-days for request processing. Large requests may take longer.
- Faculty will only approve equipment appropriate for assignments from their current production classes.
- Only eligible students may reserve, check-out and operate the equipment.
- The student who checks out the equipment must be the one to operate it.
- Equipment must be in the custody of the student at all times. Unattended or unsecured equipment will be confiscated and the student will lose privileges for that equipment.
Camera Tiers
Regent’s cameras and accessories are available for class assignments, to students who are (1) currently enrolled, and who’ve (2) filed a signed Equipment Policy Agreement with the Equipment Office, and who’ve successfully completed the following courses:

**Tier 1:** CTV 502/CTVU 102 **Equipment Workshop**
- Tier 1 Cameras and Camera Support

**Tier 2:** CTV 546/CTVU 446 **Cinematography**
- Tier 2 Cameras, Camera Support, Camera Accessories, and Monitors

**Tier 3:** CTV 546/CTVU 446 **Cinematography** *(NOTE: This tier is limited to Endowment Projects, Senior Projects, Portfolios, Official Regent projects, or by Special Permission, only)*
- Tier 3 Cameras, *Camera Support, and Camera Accessories

**Tier 0:** CTV 502/CTVU 102 **Equipment Workshop** *(for practice, by Special Permission, only)*
- **SD Cameras:** Sony DCR-TRV900, Sony DSR-PDX10, Sony DSR-PD150

* Some equipment in this category may require individual training by equipment office personnel.

Lighting/Electric/Grip Tiers
Regent’s lighting and grip equipment is available for class assignments, to students who are (1) currently enrolled, and who’ve (2) filed a signed Equipment Policy Agreement with the Equipment Office, and who’ve successfully completed the following courses:

**Tier-1:** CTV 502/CTVU 102 **Equipment Workshop**
- Tier 1 Lighting, Electric, and Grip equipment.

**Tier-2:** CTV 545/CTVU 345 **Lighting**
- Tier 2 Lighting, Electric, and Grip equipment.

**Tier-3:** CTV 545/CTVU 345 **Lighting** *(NOTE: Limited to Endowment Projects, Senior Projects, Portfolios, Official Regent projects, or by Special Permission, only)*
- Tier 3 Lighting, Electric, and Grip equipment.

**Tier-4: Special Test & Insurance Clearance** *(NOTE: Limited to Endowment Projects, Senior Projects, Portfolios, Official Regent projects, or by Special Permission, only)*
- **Tier 4 Grip equipment** *Grip Truck

* Denotes equipment requiring individual training by equipment office personnel.

Audio Tiers
Regent’s sound equipment is available for class assignments, to students who are (1) currently enrolled, and who’ve (2) filed a signed Equipment Policy Agreement with the Equipment Office, and who’ve successfully completed the following courses:

**Tier 1:** CTV 502/CTVU 102 **Equipment Workshop**
- Tier 1 Sound equipment
Tier 2:  CTV 658 Sound Design/CTVU 258 Audio Production

Tier 2 Sound equipment

Tier 3:  CTV 658 Sound Design/CTVU 258 Audio Production (NOTE: Limited to Endowment Projects, Senior Projects, Portfolios, Official Regent projects, or by Special Permission, only)

Tier 3 Sound equipment

Video Tape Recorder (VTR) Tiers
Regent's VTRs are available for class assignments, to currently-enrolled CTV students (graduates and undergraduates) and Animation students who have successfully completed the following courses:

Tier 1:  CTV 502/CTVU 102 Equipment Workshop

Tier 1 VTR decks

Tier 2: *

Tier 2 *VTR decks

* Denotes equipment requiring individual training by equipment office personnel.

Equipment Reservation: Allow at least 3 Business-Days
Reservation requests must be submitted at least 3 business days in advance of the desired checkout time. Large requests require more time.

- After-hours requests will be count as submitted on the following business day.
- Plan ahead so your professor has time to approve it before your anticipated pick-up appointment.

Reservation Priority
Equipment is reserved on a first-come, first-served basis. Request forms that are improperly or incompletely filled out will lose priority position. Be sure to complete forms properly.

Reservation Form
Students must request equipment via the equipment office web page:
http://www.regent.edu/acad/schcom/academics/departments/cinema_tv/equipment.cfm

- The form must be properly and completely filled out, to ensure timely processing.
- Reservation requests are processed on a first-come, first-served basis. Be sure to reserve everything you need, but only what you need, as early as possible.
- Students are not allowed to modify reservation requests, after approval.
- Additional equipment requests require an additional reservation and faculty approval.
- The earlier you make your reservation, the less chance for scheduling conflicts, and the better your chances of getting what you need.
Appointments: Check-Out and Check-In
The reservation form requires appointments for equipment check-out and check-in. Approved equipment is reserved, to be picked up at the scheduled time. Reserved equipment is not available to anyone else. Because of the high demand, and because of the time constraints on equipment office personnel, late or missed appointments will be penalized.

Special Training Prerequisites
Regent's equipment has various course prerequisites. Some equipment has specialized training requirements. Please read the Camera, Grip/Lighting and Audio Tier Eligibility sections, above, to be sure you and your project are eligible for the equipment you are requesting.

The Jimmy Jib, Fisher Dolly, Glidecam X-22 Stabilizer and Vest, and the Grip Truck all require specialized training, after successful completion of CTV 546/CTVU 446 Cinematography. Contact the Equipment Office for details.

Reservation Durations
Equipment can be reserved for 48 hours (two days) on weekdays, and 72 hours (three days) on weekends. Note: equipment checked out on Thursday is limited to a 24-hour reservation. Exceptions can be granted on a case-by-case basis, and must be approved by the CTV Chair and Equipment Office manager.

Reservation Extensions
Students may request a one-day extension of their reservation period, for a $30 extension fee. Extensions will only be granted if there is no scheduling conflict. Extensions will not be granted for reservations that are scheduled for Friday returns.

Equipment Check-Out (Pick Up)
You must thoroughly check the equipment you receive. Unless stated otherwise, equipment kits are considered to be whole when provided to students. You must verify that the contents of the case match the content list, at your pick-up appointment. Inform the equipment office staff immediately if anything is missing, before you check out the equipment. If you return the equipment with missing items, you will be charged for the missing piece(s).

Likewise, the equipment is considered to be in good working order and in good repair when provided to students. You must verify that the equipment works, and note any problems you find. If equipment is returned damaged or malfunctioning, you will be charged for repairs unless the problem was noted at check-out.

Note: Students must plan enough time to build and inspect cameras during check-out (this is standard industry procedure).

Equipment Check-In (Return)
You must return equipment during your scheduled return appointment, and it must be in the same orderly fashion in which you received it. All cords must be properly wound, and all items must be in their proper cases. The equipment office staff will not check in equipment that is not in proper order; you will be asked to repack the equipment before it is checked in.
• Do not attempt to return equipment outside of office hours.
• Do not attempt to contact equipment office staff outside office hours.
• Do not ask anyone to let you into equipment storage areas after hours.
• Do not leave equipment in any room or hallway, unattended. Doing so will result in immediate loss of equipment privileges.

Late Fees
• A $15.00 late appointment fee will be charged if you are more than 15 minutes late for your scheduled check-out or return appointment.
• A $30.00 late return fee will be charged for each day past due, starting on the originally scheduled return date, up to the new-purchase replacement cost of the equipment.
• Late fees must be paid by check to the equipment office—please make checks payable to Regent University.
• Equipment privileges will be suspended until late fees are paid in full.

Late appointments: Check-Out
Appointments are scheduled to give equipment office staff time to process each request, in addition to other office duties. If you are going to be late for any reason, call the equipment office immediately. You are considered late if you arrive more than 15-minutes after your scheduled check-out appointment time, and a $15 late appointment fee will be charged.

If you contact the equipment office before your scheduled check-out appointment, they will attempt to reschedule your appointment for later that day. You will still incur a $15.00 late appointment fee, but your equipment will remain reserved for check-out at your rescheduled time.

However, if you don’t contact the equipment office before your originally scheduled check-out appointment, or if the appointment can’t be rescheduled for that day, your reservation will be cancelled, and you will be charged an additional $15.00 restocking fee.

The equipment office will not alter their closing time to accommodate late appointments.

Late Appointments: Check-In
Late equipment returns are worse than late check-outs. The demand for equipment is very high, and turnaround times can be very short. If you do not return your equipment within 15 minutes of your scheduled return time, you will be charged a $15 late appointment fee.

If you’re going to be late, you must call the equipment office, immediately. If you don’t contact the equipment office prior to your scheduled return appointment, or if you don’t return equipment within business hours on the original due date, you will be charged an additional $30 late return fee, that first day, for a total of $45; and an additional $30 late return fee, for every day late, thereafter, up to the new-purchase replacement cost of the equipment.

The equipment office staff will not alter the closing time to accommodate late appointments.
Conflict Resolution

The Equipment Office staff is committed to serving students in a courteous and professional manner. Likewise, students are required to conduct themselves in a professional manner, when dealing with the Equipment Office. Unfortunately, a conflict sometimes occurs, but it is our desire to resolve it in the best interests of all concerned.

In the event of a conflict, students are expected to resolve it with Equipment Office personnel in a professional manner.

NOTE: Rude, abusive, bullying or other inappropriate conduct is never acceptable, and will result in immediate loss of equipment privileges.

If necessary, the next level in the resolution process is for the Equipment Office manager to resolve the conflict. Should further intervention be required, the conflict must be documented in writing or electronic form, and submitted to the director of the Technical Operations department and to the CTV department chair, for final resolution.

Grip Truck Driver Policy

The Grip Truck is available for Endowment projects only and then to authorized drivers, only.

The Grip Truck is a Regent University motor vehicle, and authorized drivers are subject Regent’s driving policy. CTV maintains a small pool of eligible drivers, who volunteer to help with fellow students’ projects. The pool is updated annually. To become a candidate for the pool of grip truck drivers, students with clean driving records should contact the equipment office manager—do not contact Administrative Services for this purpose.

Driving Vehicles on Behalf of Regent University:

Individuals who have been approved to drive Regent-owned vehicles are required to maintain an acceptable driving record in accordance to the standards of our insurance company. Individuals who drive routinely (more than three times yearly) must submit their driver’s license information to Administrative Services for DMV verification.

Administrative Services maintains a list of drivers approved by the insurance company. Any driver found to have an unacceptable DMV record will be contacted immediately, and will NOT be permitted to drive Regent-owned vehicles. Approved drivers will have their DMV record evaluated annually. It is the driver’s responsibility to notify Administrative Services immediately of any changes in his driving record, by emailing admsvcs@regent.edu, or calling x4442.

Individuals needing to drive University or rental vehicles on an occasional basis, usually once or twice yearly, need to complete the driver questionnaire found on the Administrative Services web page http://www.regent.edu/admin/admsrv/driving_policy.cfm. The driver questionnaire should be submitted to admsvcs@regent.edu at least three days prior to departure. This will be kept on file as your testimony to your acceptable driving record. Your driving record will not be verified unless you will be driving more frequently for the University.

Using a hand-held cell phone or engaging in any distracting activity while driving a Regent-owned vehicle is strictly prohibited. Driving privileges will be revoked for any individual engaged in unsafe driving habits.

All individuals driving for Regent University business should carry the Accident Information Pamphlet listing the Regent vehicle insurance company name, policy number, policy expiration
date, and phone number. There are also instructions to follow in the case of an accident. The pamphlet can be requested from the Office of Administrative Services at x4008.

**Grip Truck Return**
The grip truck must be returned cleaned, and properly packed. If the grip truck requires cleaning or repacking by equipment office personnel, you will be charged a **$50.00 Cleaning Fee**.

**Equipment Breakdown**
Students should immediately report any equipment malfunction, breakdown or potential problem to the equipment office. If problems occur after regular office hours, please email the equipment office. Students should not attempt to repair equipment. Any burned out or broken lamp bulbs should be returned to the equipment office. Failure to return burned out bulbs will be charged for the bulb.

**Negligence**
Students are responsible for the replacement cost of lost items or equipment damaged while in their care. In the event of lost or damaged equipment, you will be contacted by the equipment office regarding replacement and/or repair costs. Costs will be collected via check, made out to Regent University. If you incur equipment-related late fees or repair/replacement charges, you will not be allowed to check out equipment until you remit the cost to the equipment office.

**Facilities Usage Guidelines**

**Filming on Campus**
Arranged through Administrative Services or the Com/Arts Technical Coordinator:

If filming anywhere **outside** the COM Bldg., outside or inside other campus buildings, including student housing – or for filming in any of the COM Bldg. “traditional” classrooms. Approval is arranged through Administrative Services.

Students must submit the following form if requesting to film on campus:


Any questions may be directed to Administrative Services, 757.352.4442

**Com/Arts Building**
Students desiring to film inside the Com/Art building must arrange approval through the Com/Arts Technical Coordinator. These rooms include the Main Theatre, Studio Theatre, TV Studio, Film Stage, Screening Rooms, Acting Labs, etc.

**NOTE:** Faculty will only approve facilities for assignments from current classes.

COM Bldg. reservations must be submitted no later than 3 business days prior to the need for the room, however the earlier the reservation form is submitted, the fewer the delays due to the required transmittal of the reservation forms to the appropriate faculty member for approval.

Once the reservation form has been submitted, the student will receive confirmation that the request has been submitted properly – however, the room will not be considered scheduled until the Faculty member has approved it, and sent that approval on to the Technical Coordinator. The Technical Coordinator will then confirm the reservation via a follow-up e-mail.

1. Access to all spaces within the COM Building can be scheduled through the **FACILITIES REQUEST Form**:
2. **Confirmation** of the booking will be sent to your Regent e-mail. In the event that your requested time is not available, the Scheduler will contact you, either by phone or e-mail to arrange a different time.

3. Schedules for each suite or room are usually posted on the door of each suite, however more up-to-date calendars can usually be found on the COM School website at:

   [http://www.regent.edu/acad/schcom/facilities/reservations/calendars.cfm](http://www.regent.edu/acad/schcom/facilities/reservations/calendars.cfm)

4. It is the intent of the school to give students priority to the rooms and equipment in the COM Bldg. on a normal basis; however, students need to be aware that this may not be the case once the University has a previously signed contract reserving a room.

5. The **Film Stage** may not be available to all students at all times.

6. **Screening Rooms A & B** (when the event requires Smart Podium/Video Projector usage) must have an Engineering Dept. staff member scheduled and present. This is also the case for any event that requires electricity (except convenience outlets), audio, lighting OR ANY special effects in the TV Studio, Main Stage, Film Stage, Studio Theatre, or classrooms.

7. The **Grand Lobby** is off-limits for video and/or film production due to the fragile nature of the marble floor.

8. All **Special Effects**, especially smoke and fog generation, within the COM Building MUST be scheduled at least 7-days in advance with the Technical Coordinator (x4744) via the Facilities Request Form on the website. Requests, which are not received by the Technical Coordinator at least 7-days in advance of the proposed date of production, will not be approved.

   Students should be advised that there are only a few areas within the building that are approved for the use of smoke and/or fog. Be sure to check with the Technical Coordinator for up-to-date information on the current list of spaces that have been approved for the use of smoke/fog.

**Leaving a facility**

1. If you need to leave your facility during your scheduled work time but plan to return, post a note saying who you are and when you plan to return. If the equipment graduate assistants or the school engineer find a lab with the machines turned on but no one present, the machines will be turned off and all tapes or tools will be collected.

2. Turn off all machines when you leave that you turned on when you arrived.

3. Suites and studios are only to be used for Regent funded films, portfolios, comprehensive exams and class projects.
Safety & Weapons Policy & Procedures

The following information outlines the guidelines and procedures for the Regent University Production Safety Program. The program was implemented to ensure the safety of CTV faculty and students working on large class projects, summer films, senior projects, directed projects, practicum films, portfolios, etc.

Purpose
The purpose of the safety program is two-fold. First, students are rarely experienced when they come to film school. They are working long hours with expensive, sometimes heavy equipment for the first time. The Regent University Production Safety Program is designed to help students become aware of safety issues, and guide them in safety procedures. Second, in the mid 1980s it became standard in the industry for feature films to use Safety Managers. This was as a result of horrific accidents on sets like, The Twilight Zone and recently with the Sarah Jones tragedy. The Safety Manager not only attempts to protect the crew and cast, but also serve as a check, in cases of liability.

Safety Check

Eligible Productions
Productions which fall under the Safety Manager’s jurisdiction include, but are not limited to Advanced Production, student portfolios, senior projects, music videos, large class projects taking 3 or more days to shoot and practicum films. The Safety Manager shall be available to advise smaller class projects, or any other special projects at the request of the course instructor.

The Process

1. The Safety Manager schedules the safety meeting which must take place prior to principal photography. Before that meeting a completed script must be provided to the Safety Manager via email at loredur@regent.edu. The producer and director of the film must be in attendance.

2. The Safety Manager shall discuss any shots that appear to be hazardous to either crew, cast or community and either advise students on how to execute the shot safely, or, if the Safety Manager deems so, may prohibit students from shooting that particular shot, in consultation with the films’ Executive Producer.

3. The Safety Manager shall then create and distribute a “Safety Memo” to the following personnel: Executive Producer, Producer, Director, 1st AD, 2nd AD, and when applicable, the DP and/or PD. The memo will outline the result of the safety meeting stating any recommendations or restrictions for shooting.

4. The Safety Manager will keep a file of safety memos for each shoot that shall be made available upon request.

Note: The Safety Manager will also use his/her discretion in attending film shoots where there is a concern for safety. The Safety Manager shall have authority, in consultation with the Executive Producer, to stop shooting if students are engaging in dangerous practices. If the Executive Producer is not present, and a reasonable attempt has been made to contact the Executive Producer, the Safety Manager reserves the right to terminate shooting at his/her sole discretion. If the Safety Manager and the Executive Producer are not in agreement, the Dean of the College of Communication and the Arts shall make the final decision.
Locations
Care should be taken in the choice of location. There are some neighborhoods in the Tidewater area that may be deemed too dangerous to shoot in.

The Safety Manager must be informed of where each location is and what hours the students would like to shoot. If an area is deemed questionable, the production must hire security for the duration of their shoot at that location.

If the Safety Manager, in consultation with the Executive Producer, determines that a shoot requires security, the individual or company hired must be an experienced security professional such as an off-duty policeman. The Executive Producer shall approve such hired personnel.

Under no circumstances are students allowed to block off or attempt to close any road or street. To do so is illegal. If filming on a street is required students must hire (with approval of the EP) and off-duty police officer. Only official police officers are legally allowed to close a street for purposes of filming. Students should be prepared to pay the officer a per hour fee for doing so.

If using any prop weapons on set, or filming fight sequences, students must erect signs that are clearly visible to the public which state “FILMING IN PROGRESS.” These signs can be checked out from the equipment office.

Power/Electrical Requirements
The Safety Manager, in consultation with the COM School Lighting Supervisor will determine the appropriate provision of power when using university facilities.

A survey of all production locations must include information regarding power availability and anticipated power requirements for each specific location. For any location where source power is questionable, the University will require a Generator (with a qualified operator) of sufficient size to supply an adequate power supply for the production.

Electrical tie-ins must be done by a licensed electrician. No electrical tie-ins will be performed by students.

Weather
Some weather conditions are detrimental to shooting. Care must be taken to provide crew and cast with adequate sustenance in extreme weather conditions (i.e. abundant water supply on hot days, warm drinks on cold days). Cancellation of any production, due to extreme weather conditions (rain, hurricane, heat) is to be determined by the films’ Executive Producer.

In addition, cancellations of exterior locations due to rain shall have the input of the lighting team, CTV lighting engineer and Executive Producer.

Weapons Policy
Under no circumstance is any student allowed to have or use a live weapon on set. This includes guns, daggers, swords, air soft guns, etc. Only prop weapons with a solid core (in reference to guns) are allowed. The prop weapon must not have the ability to emit a projectile. If shooting on campus, University Police are required to come to set and check the weapons.

When prop weapons are used on set, and filming is visible from the public street, either on or off campus, local police in that district must be informed that filming is taking place. This is to insure that authorities are aware of the filming, should some other police or bystander happen by and suspect an actual crime might be taking place.
Note: In addition, according to University Police, “Under no circumstances are real weapons authorized on Regent campus, and no real or mock weapons are allowed in or near campus housing.”

When fight scenes are being filmed, the above notification to local police also applies.

Vehicles – Students are not allowed to attempt or perform any vehicle stunts. Students may not attempt stunts with personal or rented vehicles.

Pyrotechnics – Students are not allowed to attempt or perform any pyrotechnic work on set, which includes explosions of any kind. Squibs may be permitted, but only by use of a licensed professional.

Other Safety Issues
Regent is very serious about safety. It is important that you take the time to read the issues indicated for each section. Every CTV student is responsible for this information. In addition there is the Industry Wide Labor Safety Guidelines. Students may be referred to this document when applicable. The document can be linked to from the Regent website.

In Case of Accident/Injury
All accidents and injuries MUST be reported to the Safety Manager as soon as possible. The producer is to fill out and submit an accident report to the Safety Manager and Executive Producer within 24 hours of the incident. If an accident occurs, requiring that a cast or crewmember to be taken to the hospital, the Executive Producer and/or Safety Manager, once informed, will meet the student(s) at the hospital.

Any first aid administered on set MUST be reported on the production report. No injured persons are to travel alone to a hospital or urgent care facility.
If an accident occurs on the Regent University property and anyone is injured, the producer must notify the university Benefits Manager in Human Resources. If the accident occurs on the weekend or after hours, contact Regent Campus Police.

Production Insurance
If an accident occurs outside of Regent University property, students need to understand that they will only be covered by their own personal medical insurance. Exceptions to this include instances of university vehicle or equipment malfunction, causing injury or damage.

In other words, Regent will not be liable for any medical costs if a student is injured on a student production. The only case where Regent would be liable for costs is if Regent-owned equipment or facilities malfunction, causing injury.

Regent will provide certificate of insurance riders for locations and vehicles. However, if any location, vehicle, set dressing or prop incurs additional costs to the rider, the student shall be responsible for the extra cost. Applications for certificates of insurance must be made at least one week before filming is to occur.

Code of Conduct
Regent University's film and television program strives to provide all students, regardless of race, color, gender or faith equal opportunity to learn and experience the professional skills that will prepare them for a professional career. In order to insure this opportunity our school has established a code of conduct for all students to understand and practice in the classroom, on location and in post-production.

The Spiritual Foundation for Equality
The word of God calls instructs us to follow Christ’s example to “treat others as better than we treat ourselves (Philippians 2:3)."
- Selections for endowment project crew members are based upon demonstrated skills, experience, responsibility and reputation. If a student believes they’ve been treated unfairly in the selection process, they should immediately inform the faculty or staff member in charge of the production, who will address their concern.
- If the student still believes they’ve been treated unfairly, they should raise their concern with the department chair. A final request for review of the matter can be lodged with the dean of the school.

The Spiritual Foundation for Respect and Equal Treatment of Women and Men as to gender, race and ethnicity.
Galatians 3:26-28 declares equality in Christ under the new covenant, irrespective of race, status, religion or gender.
- Faculty and students involved in university film and television productions must treat all participants with respect and honor. Sexual misconduct, harassment and racism are unacceptable under any circumstances.

Sexual Harassment
Sexual harassment involves unwelcome advances from students, faculty or staff members, seeking sexual favors, or verbal or physical conduct of a sexual nature when:
- Submitting to such conduct is a condition of participation a film or television production.
- Submitting to or rejecting such conduct is used as a basis for a production or academic decision.
- Submitting to or rejecting such conduct creates an intimidating or hostile environment.

Examples of sexual harassment include, but are not limited to:
• Constant requests for dates, sexual propositions and unwelcome flirtations made in person or common communication forms.
• Verbal comments of a sexual nature about a person’s body, looks, gender, dress or personal life.
• Jokes, comments, sounds or gestures of a sexual nature.
• Discussing aloud the sexual conduct of one’s self or others.
• Recurring, inappropriate physical contact: hugs, pinching, shoulder rubs, pats, or brushing up against someone else’s body.

**Sexual Misconduct**

Sexual misconduct is conduct that is unprofessional and inappropriate for worksites and instructional situations.

**Examples of Sexual Misconduct may include, but are not limited to:**

- Ignoring appropriate boundaries of the supervisor/subordinate or faculty/student relationship.
- Telling jokes or stories of a sexual nature in production or post-production activities, even if those present do not openly protest.
- Use of sexually oriented language or content not directly related to the production, even if those present do not openly protest.

**Racism**

Racism, in this case, refers to any conduct by a student that exhibits prejudice towards any person on the basis of their race or ethnicity.

**Examples of Racism may include, but are not limited to:**

- Jokes of a racial nature in production or post-production activities, even if those present do not openly protest.
- Use of language that could be interpreted as racist, such as racial slurs.
- Making decisions for cast or crew based on a person’s race or ethnicity.
- Expressing personal judgments of a person based on their race or ethnicity.

**Resolution of Complaints:**

**Informal Resolution**

If a complaint is not of a serious or severe enough nature to require disciplinary action, a written description of the inappropriate language or conduct should be given to the faculty or university staff member in charge, and to the department chair. An appropriate resolution will be attained by:

- Direct meeting between complainant, accused and a university mediator.
- Modifying a production situation or responsibilities to eliminate the problem.
- A meeting between a university official and the accused where the situation is discussed, the aforementioned policy is reviewed, and a statement is signed by the student agreeing to honor the code.

**Formal Resolution**

When a complaint of serious sexual harassment is filed, an official investigation will be conducted. If the accused is found guilty of the allegation(s), appropriate disciplinary action will be taken.

A written and signed statement should be submitted to the dean of the school, as well as the department chair. The accused student, staff or faculty member will be provided with a copy of the official complaint, and will be given an opportunity to respond. The complainant, accused and other witnesses or production personnel will be interviewed as part of the investigation of the alleged incident.

Disciplinary action may include:

- Letter of reprimand and probationary period.
- Participation in sexual harassment sensitivity classes.
• A formal university hearing, potentially resulting in suspension, or termination of employment, as appropriate (complainant may be required to appear and testify at this hearing).

Confidentiality
The University will strive to keep the identity of the complainant and nature of accusation private. However, the identity of the complainant may become clear to others, or be necessarily disclosed as part of the resolution process.

Protection Against Retaliation and False Accusation
Anyone engaging in retaliation against a complainant, or in false accusations, will be subject to swift disciplinary action that can include dismissal or termination of employment.

Production Code of Conduct
All members of the cast and crew are to behave in a courteous manner and in a manner that typifies a mature Christian witness. Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. The removal, moving, or towing of the public’s vehicles is prohibited without the written permission of the police or owner of the vehicle.

Do not park production vehicles in, or block driveways without the express permission of the municipal jurisdiction or driveway owner. Make sure all catering, craft services, and construction, strike and personal trash is removed from the location. Any student should not wear articles of clothing which display vulgarities.

If any traffic needs to be controlled in order for shooting to commence, only hired police officers may do so. No student is to impede traffic in any way.

Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within the designated meal area, during scheduled crew breaks. The company shall not interfere with the normal activities of the neighborhood, unless specified in the location agreement or permit.

When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor within a 200-foot radius of the actual location. The filming notice should include name of company, name of production, duration of activity and company contact.

The cast and crew shall not bring personal animals or minors to the location.

Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.

All signs erected or removed for filming purposes will be removed or replaced upon completion of the day’s filming, unless otherwise stipulated by the location agreement or permit. The company shall keep noise levels as low as possible.

Regent Student Film Showcase
Each spring, the CTV faculty celebrates the best of student productions by holding an annual student film showcase. Students submit their completed project and submission form on DVD by the established deadline.

Films shown at the Regent Annual Showcase are considered for film festival entry, because these films have been approved by the entire film festival faculty, for both SCA and CAS entries. The professor in charge of festival entries and his assistant, the film festival organizer, decide which films are sent to particular festivals based on 20 years of film festival experience. Additionally animation films are given special consideration.

Films are selected based on the following criteria:
• Creativity
• Story structure
• Production
• Postproduction
• Appropriateness for Regent general audiences.

Legal Issues for Scripts and Projects & Ownership

Students should understand that all Regent endowment productions are the sole property of Regent University. Projects produced as class assignments are the property of the student, but when submitted for a grade, or when they use Regent funds, production equipment or support personnel, thereby grant Regent University non-exclusive rights into perpetuity to display, duplicate, distribute and to submit said projects to festivals, at Regent University’s discretion, for purposes of promoting the university, with no financial remuneration to students. Students should also understand that non-produced scripts are exempt from this, and that they are considered to be the sole property of the student, except in the case where the screenplay is purchased for production. In this case, the script becomes sole property of Regent University.

Legal: Procedures

To insure all projects are legally clear, all Regent funded projects must fill out a CLEARANCE REPORT found on the website) and must abide by the PRODUCTION FILES CHECKLIST. In addition, all directors, and producers of Regent funded projects must fill out a CREATIVE WORKS RIGHTS POLICY FORM.

In cases where a Regent student desires to regain rights to a script or film, students must sign a RIGHTS LICENSE FORM.

CHECKLIST

Clearance Report
Project producer fills out and then meets with the EP to go over. Upon completion it is signed by the student producer and executive producer.

Production Files Checklist
Project producer gathers the files at the end of production and meets with the EP to go over.

Regent University Creative Works Rights Policy
Producer and Director sign the policy, which goes on file with the project.

Rights License Form
Original creative, signs the policy, along with a Regent University representative, which goes on file with the project.