

Regent University Production Manual

Fall 2019-Summer 2020

Introduction

Purpose

This manual is to be used for the Regent University College of Arts and Sciences (CTVU) undergraduates and School of Communications and the Arts (CTV) graduates as a guide to the policies and procedures for students who write, produce, direct, edit, or serve as crew on university projects. These projects include, but are not limited to Regent endowment films, portfolio films, directed projects, senior project films, class projects, approved projects, and official CTV & CTVU departmental projects.

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

Note: All Regent University CTV and CTVU students are responsible for the information provided in this document.

Production Faculty and Staff

Executive Producers *(CTV & CTVU Professors)*

Regent CTV & CTVU professors serve as Executive Producers (EP), and provide guidance, counsel and instruction for student productions. The EP is the student's first stop for production questions.

Administrative Services Staff (757) 352-4008
adminservices@regent.edu

Issues Filming Permits, Certificates of Insurance, and Campus Reservations (for general filming locations throughout the campus).

Safety Manager Andrew Quicke (757) 352-4226
andrqui@regent.edu

Provides guidance in industry-standard safety procedures. Please call for any safety concerns, or to report any accidents or injuries. *Projects containing **stunts**, **violence** or **weapons** must be approved by the safety manager before production starts.* (See the Safety section for more information.)

Equipment Office Manager Peggy Southerland (757) 352-4498
peggys@regent.edu

Manages the studios and Equipment Office and assists students and faculty with the setup and operation of the studios and production spaces.

Equipment Office Assistant Manager Jonathan Kemp (757) 352-4240
equipment@regent.edu

Provide field and studio production equipment support for students, faculty and staff.

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Manager of Technical Operations for Performing Arts

Kiel Thorlton

(757) 352-4239
kieltho@regent.edu

Oversees the technical operations and support of the SCA production, post-production, performance and screening spaces. Issues production permits (for filming locations within the School of Communications and the Arts).

Regent Festivals Coordinator

Student GA

(757) 352-4102
festivals@regent.edu

Oversees the submission of films from the Regent Student Film Showcase to national and international film festivals.