

Making Student Films at Regent

Regent production policies and procedures exist for the good and protection of our students, equipment and facilities. Crews must meet eligibility requirements in order to reserve equipment and production spaces, *as determined by having successfully completed appropriate courses and training, and demonstrated skills.*

Safety Clearance for any kind of Stunts, Violence or Weapons

All productions containing violence, weapons or stunts must be cleared by the [Safety Manager](#). Additionally:

- 1) On-campus productions with this content require campus police inspection and approval (*requested via Production Permit*).
- 2) Off-campus productions with this content should consult with local law enforcement.
This is imperative—you don't want to be mistaken for the real thing.

Production Permits

- 1) **On-campus** productions require [Regent Production Permits](#).
 - Traditional Classrooms & General Campus Areas
 - *Production Permit Applications go to AdminServices@regent.edu*
 - SCA Building
 - *Production Permit Applications go to TechScheduling@regent.edu*
- 2) **Off-campus** productions may require municipal filming permits.
 - *Check your local municipality (see **Off-Campus Production Permits**).*

Certificate of Insurance (COI)

- 1) **On-campus** locations don't require a COI.
- 2) **Off-campus** locations may require a COI.
 - *For off-campus locations requiring a COI, submit a completed [COI Request form](#) (one for each location) to AdminServices@regent.edu.*

Approval

Student productions require the approval from the **Course Instructor** who assigned the production. This helps to ensure that the production meets Regent production guidelines as well as the Standard of Personal Conduct. This same instructor approval will be required for the *Regent Production Permit* and the *Equipment Request Form*.

Content

- Ethics*—Assurance that the production (including script, cast and crew) adheres to Regent's standard of personal conduct.
- Safety*—Assurance that all cast, crew and community are protected.
- Laws*—Assurance that due diligence has been done, and that all applicable laws, policies and procedures are being honored.

Regent University Production Manual

Fall 2019-Summer 2020

On-Campus Facilities & Locations

Subject to availability and eligibility, as well as facility policies.

SCA Building

- Film Stage—productions in the film stage must be supervised, and key personnel must have successfully completed the film stage workshop.
- TV Studio—productions in the TV studio must be supervised, and key personnel must successfully complete preparatory coursework.
- Other spaces—may be available on a case-by-case basis.

Classrooms & Campus Locations

- May be available through Admin Services.

Certificate of Insurance Request:

[Certificate of Insurance Request form](#)

Safety Manager:

andrqui@regent.edu

On-campus Production Permits:

[Regent-Production-Permit Application](#)

Off-campus Production Permits:

City of Virginia Beach:

Special Events & Film Production Office

Phone: 757.385.4800

Fax: 757.422.3666

website: <http://www.vbgov.com/seo>

City of Norfolk:

Melinda Luchun – Marketing and Communications

Phone: 757.664.4031

Fax: 757.664.4006

Email: Melinda.Luchun@norfolk.gov

City of Chesapeake:

City Events Coordinator

Phone: 757.382.6411

Fax: 757.277.9365

Email: events@cityofchesapeake.net

Website: <http://www.cityofchesapeake.net/government/city-departments/departments/parks-recreation-tourism/special-events-coordination.htm>

Regent University Production Manual
Fall 2019-Summer 2020

City of Suffolk:

Special Events Coordinator

Phone: 757.514.7250

Email: visitsuffolk@suffolkva.us

Website: <http://www.city-of-suffolk+document+center+view+517+Special+Entertainment+and+special+event+application>

City of Newport News:

Newport News Permit Office

Phone: 757.933.2311

FAX: 757.926.7559

Email: permits@nnva.gov

Website: <http://www.nngov.com/950/Permit-Office>

For Further Location and Permit Information, visit the Virginia Film Office

Website: <http://www.film.virginia.org/locations/> . They do not issue film permits but are happy to help determine if you need one and who to talk to.