

General Production Procedures

Production Calls

Students are required to place the following production calls to their EP, for endowment projects:

- 1st shot
- 1st shot after lunch
- Wrap

Shooting Days and Meal Breaks

Talent and crew must be given at least 12 hours turnaround, from the end of wrap of one day's shooting (*last person leaves the set*) until the call time of the next day's shoot.

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.

Meal penalties

Any shoot that goes beyond the EP-approved schedule will be fined as follows:

1 st Hour Overtime Fine:	\$150.00
Hourly Overtime Fine:	\$50.00

(**Ex:** A film goes 1 hour 15 minutes overtime. The producer and director will be fined \$200, total: \$150 for the 1st hour, and \$50 for the start of the 2nd hour.)

Fines will be attached to the Producer's and Director's student account via the business office.

Releases

If shooting with children under the age of 16, [theatrical permits](#) must be completed by the Producer or 1st AD, and submitted to the Department of Labor at least 5 days before children are to work. This is a Virginia state law—*Department of Labor*.

Failure to comply is illegal and unethical—your production will be shut down, and you will be fined.

Regent University Production Manual

Fall 2019-Summer 2020

A copy of the final Shooting Script along with a [Script Release](#) (Assignment of Rights) must be submitted to the EP with the budget, before shooting begins.

A [Talent Release](#) for each person seen or heard “on screen” must be turned in with the production files. One release is needed for each person, but it must be signed before the actor is captured on camera and/or audio recorder. A parent or legal guardian must sign for minors [Consent and Release \(Minor\)](#).

Commissioned music to be used during filming requires a [Music Release](#) signed by the composer and performers, and must be included in the production files before shooting begins. Music releases are not necessary for “lip-sync” or “mimicking” of any songs from the Audio Network music library, other than cue sheets and proper end-credits (see **Post-Production**).

Reports

The following applies to Regent University endowment projects:

A [Daily Production Report](#) must be submitted to the EP each day the project shoots or spends money. The report must be delivered the following day by 5:00pm (this is standard in the industry)—hard copies and email are both acceptable.

The Producer, Production Manager and 1st AD must sign the daily production reports. The daily production report is a legal document—intentionally filing inaccurate or dishonest information constitutes fraud. Incorrect or incomplete Production Reports will be returned to producers for revisions.

The [Call Sheet](#) for the next shooting day must be delivered to the EP and Safety Manager by 5pm (the day before the next shoot day).

The Production Manager, 1st AD and 2nd AD must sign the call sheet. The daily production report is a legal document—intentionally filing inaccurate or dishonest information constitutes fraud. Incorrect or incomplete Production Reports will be returned to producers for revisions.

Daily [Script Supervisor Reports](#) must be completed by the script supervisor.

Daily [Camera Reports](#) must be completed by the camera team.

Daily [Sound Reports](#) must be completed by the sound team.