



Script Safety Approval Form

To green-light scripts produced for Regent University Classes or Approved Projects.

Fill out this form, receive a signature from your EP or Approving Faculty Member, and forward to the Safety Manager at mweaver@regent.edu

Project Title: _____

Class
Project

Approved
Project

Class #: _____

Executive Producer: _____

Student Applicant: _____

Professor's Ext: _____

Student Phone: _____

Today's Date: _____

Student Email: _____

Shoot Dates: _____

Stunt/Fight Choreographer: _____

Choreographer Phone: _____ Email: _____

1. Will a sufficient first aid kit for the stunt be present? Yes No

2. Stunt Location(s): _____

3. Closest Hospital: _____

4. Hospital Address: _____

5. **Scenes with Stunts:** Submit a clean script (with stunts and safety concerns highlighted) with this form to both your EP and Safety Manager.

6. **Fill out the next page:** Further break down stunts and safety concerns as needed.

Scene Safety Breakdown for Project Title: _____

Date: _____

Producer/Director Name: _____

Scene	DAY / NIGHT	Location	Scene Length	Safety Concern	People at Risk	Risk Factors	Pre-production Precautions	On-set Procedures
Ex.1	DAY	Lake	10 seconds	Shooting underwater	Underwater cinematographer, 2nd AC, actress	Person(s) could panic in the deep water, loose composure	People are all competent swimmers. Preferably diver certified	Lifeguard on set solely to watch those in the water

7. Mock Weapons: Please list any mock weapons to be utilized in your shoot.

Note: University police are *required* to conduct a weapons check for any filming on campus with mock weapons. If your location request is approved to film on campus by admin services, contact Campus Police at 757-226-2075, select option #2 sixty minutes before your shoot to arrange for an officer to inspect the mock weapon(s). No live weapons are allowed anywhere on Regent University property.

If filming off-campus, contact local police in your location's city about procedures and approving mock weapons prior to shoot dates.

If utilizing squibs, kits, or blanks (off-campus only), a licensed armorer trained FOR FILM STUNTS must be hired and on set for the stunt/effect's duration. Their credentials must be verified by the Safety Manager.

Professional Armorer: _____
Armorer Phone: _____ Email: _____

Even tripping is considered a stunt. When in doubt, submit this form!

Applicant's Signature: _____

Date: _____

Professor's Signature: _____

Date: _____

Safety Manager Signature's: _____

Date: _____

Step-by-Step:

Students:

1. Complete this form and sign.
2. Submit to your executive producer or approved faculty member for their signature.
3. Submit to the Safety Manager for signature and approval.
4. Pending approval, the Safety Manager will email back the form with their signature and cc admin services.

Note: To keep this process as quick and streamlined as possible, please keep this PDF electronic and use a PDF editor such as Adobe Acrobat to enter your information. You can then email the form to your EP and Safety Manager, allowing them to email it back to you with their digital signatures.
