

besides engaging in a conversation in which the driver/interviewee has been informed not to look at the camera or the interviewer at all during the interview. In addition, any filming from a vehicle, for drive-by B-roll, must be done by a cameraperson secured in a seat belt, where the driver is not being directed in any way by the director, so that they are driving as they normally would.

Students who fail to comply m

If Police, Fire, or EMS are called to your shoot, or any injuries on your shoot require medical attention, this must be reported to your course instructor .

II. USERS

Equipment checkout services are allowed for currently appointed/enrolled LSU School of Theatre student, faculty, and staff use only. Order of priority to access of equipment is:

1. Current student projects for class credit, including Geaux Films
2. Delta Rouge or other department-adjacent filming activities
3. In-class use or departmental business
4. Independent productions directed and produced by current students, faculty or staff (not for commercial use or work-for-hire).

Any other equipment use will be considered on a case-by-case basis by Department Chair.

III. EQUIPMENT RESERVATION

Reservations must be made...

A minimum of three business days in advance for school-related projects

A minimum of

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Users are responsible for the FULL amount of repair or equivalent replacement (new, comparable model) of lost, damaged, or stolen items. Equipment Office will be responsible for purchasing all replacement items and facilitating all repairs.

Users who damage equipment while attempting repairs, upgrades or cleanings may be required to pay to replace the item.

Damage includes concealed or unreported damage discovered after return.

Users will be given 48 hours to return missing equipment, after which full replacement cost for missing items and applicable late fines will be billed to their fee bill.

Refunds will not be given for lost/missing equipment, even if the item is later found.

4.

Sand or Dust

At heights (such as rooftops, ladders, etc.)

In, on or around Water

Extreme Cold/Extreme Heat

High Humidity

Explosives/Fire

Car Mounted/Horseback

5.

Never allowed on ANY LSU projects.

Not allowed with H u

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You are responsible for any damage due to your use of generators.

10.

Producer must have location and talent releases signed before filming can commence. Releases may be collected by instructor or administrator before approval of g.

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A weapon is defined as a prop that looks like a weapon or is used like a weapon, regardless of its ability to fire, cut,

All Weapons are used at the sole discretion of the Properties Manager/Weapons Specialist, who have the final word in the use of any weapon. To be clear they have the authority to withhold the use of any weapon they deem unsafe, and/or being used in an unsafe manner. This authority overrides all other production personnel, including the Director, AD, Stage Manager or ASM.

Weapons will only be used in rehearsal under appropriate supervision, with a Weapons Specialist available to unlock and prepare the weapons and a Fight Captain to oversee rehearsal.

Never indulge in horseplay while in possession of, or while using, any weapon. All weapons are dangerous.

Weapons are to be kept locked up whenever they are not in use or under direct supervision. This includes any breaks regardless of their duration (i.e., _____).

For the first trial of a blank firing firearm, the Properties Manager must be in attendance, with the Fight Director in attendance whenever possible.

Weapons should be unlocked as close to their use as possible and returned to locked storage immediately after use.

At no time shall any weapon be accessible to members of the public. Should a weapon need to be "preset" it will be done at the last possible moment before the start of the show (not at house open) and be in view of the Weapons Specialist until the actor takes control of the weapon.

Everyone involved in the either the test firing or use of the prop should wear the appropriate ear and eye protection.

Anyone not involved in the loading process should be kept away from the loading space.

Once a blank firing device is loaded, it should be kept under constant supervision and is considered to be a "HOT" firearm.

Firing and non-firing weapons should be stored and set out separately, so that one cannot be mistaken for the other.

The blank firing firearms should be loaded as close to their "entrance" or "firing" time as practicable and with a

attendance to make sure the weapon is still rubber, unloaded, in working order, dull, not damaged, etc. as it pertains to that weapon.

2. They will then demonstrate and verbally acknowledge to the actor using the weapon that the weapon is safe (as above). When using prop firearms the Specialist will add “Cold Weapon” for any non-firing weapons and “Hot Weapon” for any loaded blank firing weapon.
3. The actor will take the weapon and demonstrate and acknowledge the same information to the Weapons Specialist, repeating “Hot or Cold Weapon” if needed.
4. If there is ANY doubt of a weapon’s readiness, the Specialist will not hand off the weapon. A substitution of weapons may be made only if that substitute has been rehearsed.
5. After this acknowledgment, the actor may

A back-up plan should be in place in the event of a weapon breaking during performance. If a weapon does break, do not continue the fight

IN-FIELD TRANSFER FORM

TRANSFER DATE: _____

ITEM/S BEING TRANSFERRED, INCLUDING SERIAL NUMBER/S:

By signing the below, ~~both parties~~ agree that responsibility for the ~~above~~ ^{item} ~~is~~ ^{is} ~~transferred~~ ^{transferred} ~~to~~ ^{to} ~~the~~ ^{the} ~~recipient~~ ^{recipient} ~~;~~ [;] ~~the~~ ^{the} ~~transferor~~ ^{transferor} ~~is~~ ^{is} ~~not~~ ^{not} ~~responsible~~ ^{responsible} ~~for~~ ^{for} ~~the~~ ^{the} ~~item~~ ^{item} ~~after~~ ^{after} ~~the~~ ^{the} ~~transfer~~ ^{transfer} ~~is~~ ^{is} ~~complete~~ ^{complete} ~~.~~ [.]

CREW RELEASE FORM (UNPAID)

INCIDENT/ACCIDENT/INJURY REPORT

Note: This form should be used to report: automobile accidents, accidents involving members of the general public, a

LOCATION RELEASE AGREEMENT

SET ADDRESS:

PRODUCTION TITLE. _____

I we (OWNER or MANAGER) hereby grant to
permission to enter and use the Property, interior and exterior located at:

(Student producers)

("Property") and reproduce the Property elsewhere, including the name, trademark and identifying features (either accurately or otherwise) and record certain scenes and sounds. Producer may elect not to use the premises, by owner notice of such election, in which case neither party to this Agreement shall have any obligation whatsoever. Producer agrees to remove any construction after completion of the work and leave the Property in as good condition as when received, excepting reasonable wear and tear from permitted uses. Signs on the Property may,

ACTOR REFORM

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