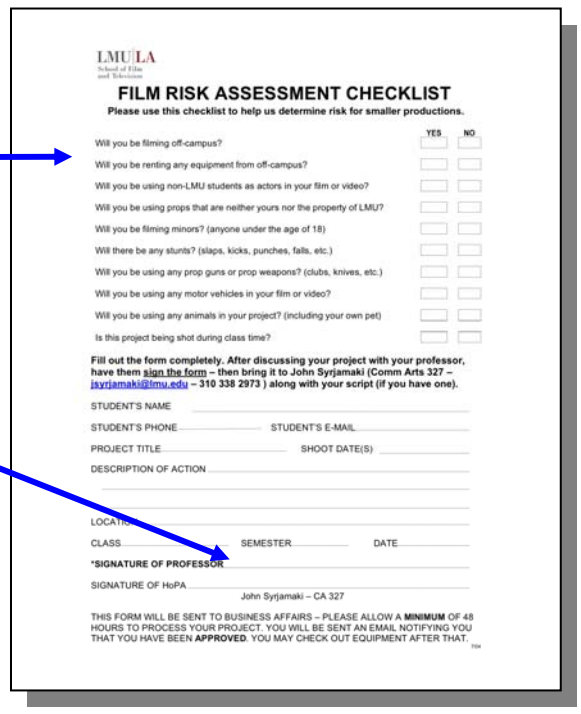
LMU|LA
School of Film and Television

FILM260 - FILM329
FILM379 – TVPD241

APPROVAL FOR INSURANCE

Fill out the **Film Risk Assessment Checklist** (**FRAC**)



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FILM RISK ASSESSMENT CHECKLIST

Please use this checklist to help us determine risk for smaller productions.

	YES	NO
Will you be filming off-campus?		
Will you be renting any equipment from off-campus?		
Will you be using non-LMU students as actors in your film or video?		
Will you be using props that are neither yours nor the property of LMU?		
Will you be filming minors? (anyone under the age of 18)		
Will there be any stunts? (slaps, kicks, punches, falls, etc.)		
Will you be using any prop guns or prop weapons? (clubs, knives, etc.)		
Will you be using any motor vehicles in your film or video?		
Will you be using any animals in your project? (including your own pet)		
Is this project being shot during class time?		

Fill out the form completely. After discussing your project with your professor, have them sign the form – then bring it to John Syrjamaki (Comm Arts 327 – jsyrjamaki@lmu.edu – 310 338 2973) along with your script (if you have one).

STUDENT'S NAME

STUDENT'S PHONE STUDENT'S E-MAIL

PROJECT TITLE SHOOT DATE(S)

DESCRIPTION OF ACTION

LOCATION

CLASS SEMESTER DATE

*SIGNATURE OF PROFESSOR

SIGNATURE OF HoPA

John Syrjamaki – CA 327

THIS FORM WILL BE SENT TO BUSINESS AFFAIRS – PLEASE ALLOW A **MINIMUM** OF 48 HOURS TO PROCESS YOUR PROJECT. YOU WILL BE SENT AN EMAIL NOTIFYING YOU THAT YOU HAVE BEEN **APPROVED**. YOU MAY CHECK OUT EQUIPMENT AFTER THAT.

Have your **Professor** sign the **FRAC**

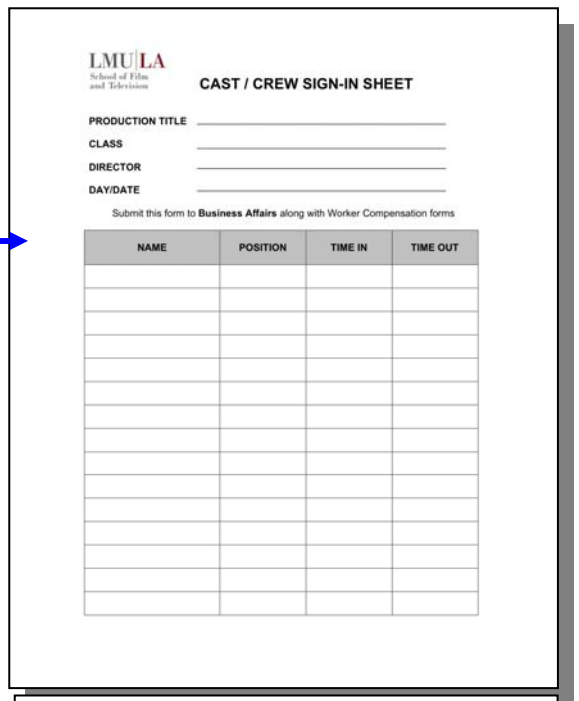
Bring the completed and signed **FRAC** to John Syrjamaki (Head of Production) CA 327/328

Also bring:
A **CREW LIST** (if you have a crew) with phone numbers
WORKER COMPENSATION FORMS for everyone on the Crew List – including yourself

Shooting off-campus **may** require a **Filming Permit** from the EIDC – ask the TA in the Student Production Office for information

Shooting on-campus **will** require filling out the **Student Filming Approval** form. See the TA in the Student Production Office for information.

You must also provide the LMU Business Office with the **hours worked** by your cast and crew. Use this form.



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CAST / CREW SIGN-IN SHEET

PRODUCTION TITLE

CLASS

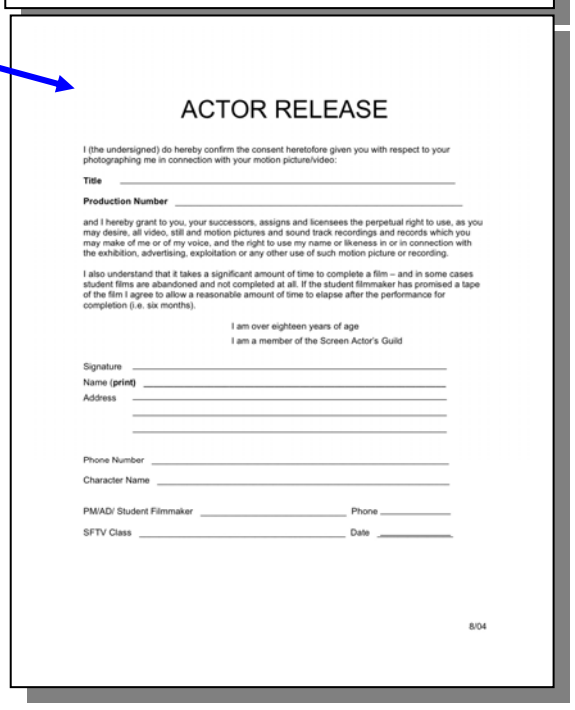
DIRECTOR

DAY/DATE

Submit this form to **Business Affairs** along with Worker Compensation forms

NAME	POSITION	TIME IN	TIME OUT

You must have all your actors (whether they are LMU students or not) fill out an **Actor Release**



ACTOR RELEASE

I (the undersigned) do hereby confirm the consent heretofore given you with respect to your photographing me in connection with your motion picture/video:

Title

Production Number

and I hereby grant to you, your successors, assigns and licensees the perpetual right to use, as you may desire, all video, still and motion pictures and sound track recordings and records which you may make of me or of my voice, and the right to use my name or likeness in or in connection with the exhibition, advertising, exploitation or any other use of such motion picture or recording.

I also understand that it takes a significant amount of time to complete a film – and in some cases student films are abandoned and not completed at all. If the student filmmaker has promised a tape of the film I agree to allow a reasonable amount of time to elapse after the performance for completion (i.e. six months).

I am over eighteen years of age

I am a member of the Screen Actor's Guild

Signature

Name (**print**)

Address

Phone Number

Character Name

PM/AD/ Student Filmmaker Phone

SFTV Class Date

8/04

IMPORTANT!

You have **two (2) days** from the completion of filming to turn in copies of:

Actor Releases
Worker Compensaton Forms
Hours Worked
Film Permits

To:

Veronica Hansen
Office of Business Affairs
University Hall 4900
310 338 1829

Failure to comply will have dire consequences for you and your future production activity