

FILM360 – FILM460 – FILM560 – FILM660
TVPD341 – TVPD440 - TVPD 540 – TVPD 640

APPROVAL FOR INSURANCE

- Have your **instructor** sign your script
- **Make an appointment to see John Syrjamaki** (Head of Production CA 327)
Available Monday through Friday from 9am to 6pm

Get the signed script to John in **advance** of the meeting

Bring to the meeting:

1. A **crew list** (with phone numbers – it does **not** have to be a complete list)
2. **Worker Compensation** forms for everyone on the Crew List
3. The **shooting schedule** (the days and dates of filming)
4. The **budget**

If you have stunts:

Bring your stunt coordinator's **resume** and, if possible, headshot
Bring a signed "**Stunt Coordinator Confirmation**" form

If you are shooting on, in or near water:

Bring a copy of your **Lifeguard's Certification**

If you are using minors:

A copy of the minor's Permit to Work

Having the name and contact information of your Studio Teacher in advance will speed up the approval process.

The meeting should last about 1/2 hour (or less)

- **When satisfied with your shooting plan, John will sign your script and send your package** (signed script, crew list, Worker Comp forms, shooting schedule, budget) **to Business Affairs**
- **Business Affairs will notify you by email when you have been approved**
This does not *usually* take long, but give yourself plenty of time. Don't wait until a few days before you want to shoot. One or two weeks is recommended.

If you have not received notification within five working days after meeting with John Syrjamaki, you should call or email Business Affairs to see if there is a problem.

Veronica Hansen

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John Syrjamaki

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It is **your** responsibility to get approval – not ours. The more prepared you are the easier – and faster the process will be. Failure to get your project approved will require you to reschedule your filming.

your lack of preparation and planning does not constitute an emergency for anyone else