

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

FILMMAKING GREENLIGHT FORM

STUDENT NAME: _____

PROGRAM: _____ SECTION: _____

Choose One:

MFA/AFA/BFA Intermediate Film MA/1yr Final Film Advanced Music Video MFA/AFA/BFA Thesis Film

Schedule Slot Dates for the Project: _____

Logline: _____ Genre: _____

Greenlight Prep Notes: 2 Months Prior to the Shoot

Requesting for a 16mm or 35mm Camera

Yes

No

** This will depend on the availability of the camera. **If Yes, please get Equipment Manager to sign verifying request at least 2 months before the shoot slot.** They will let you know the dates when the camera is available. You will have to move the shoot dates according to the availability. You must insure the camera. The filmmaker must also provide for his/her own film stock, processing and developing costs.*

Name: _____ Date: _____ Signature: _____

****Needs to be signed by the Equipment Manager***

1. Deadline for last Signature

Date: _____ Time: *by 4pm the latest M-F*

Write down the last day for the greenlight. This will be 2 business days before the checkout date.

Make sure to check the public holidays and weekend dates. If you are checking out on a weekend, you must get your signature on a weekday.

Student Signature: _____

TWO WEEKS PRIOR TO SHOOT

Deadline Date: _____

SCREENWRITING

Screenwriting Instructor's Signature

**Shooting Script is locked and numbered.*

**Students can get this signature as soon as they have locked their script.*

Name: _____ Date: _____ Signature: _____

COVID Plan

Producing Instructor's Signature

Name: _____ Date: _____ Signature:

TWO WEEKS PRIOR TO SHOOT

Deadline Date:

DIRECTING:

Directing Materials:

- a. Shooting Script
- b. Shot List
- c. Storyboards (Optional)
- d. Overheads
- e. Director's Statement
- f. Director's Notes
 - 1. Script notes
 - 2. Character descriptions.
- g. Pre-Visualisation Materials
 - 1. Cinematography Look Book
 - 2. Costume Look book
 - 3. Production Design Look Book

Stunts:

- | | Yes | No |
|---------------------------------|--------------------------|--------------------------|
| h. Are you doing stunts? | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Do you plan to cheat stunts? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. Storyboards -Not Optional | | <input type="checkbox"/> |
| 2. Detail Descriptions | | <input type="checkbox"/> |

On Camera Intimacy:

- | | Yes | No |
|--|--------------------------|--------------------------|
| h. Are there scenes with on camera intimacy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. Storyboards - Not Optional | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Detail Descriptions | <input type="checkbox"/> | <input type="checkbox"/> |

Directing Instructor Signature:

Name: _____ Date: _____ Signature:

ONE WEEK PRIOR TO SHOOT

Deadline Date:

PRODUCING:

Breakdowns

- Shooting Script
- Breakdown Sheets
- Day Out of Days
- Props & Wardrobe Breakdown

Detailed Budget

Crew

- Crew list with Contacts
- Crew Deal Memos
- Outside NYFA Crew / NYFA Alumni
Crew List with Contacts, Resumes & References

Locations

- Do you have Prop Weapons in the shoot? Yes No
- If yes, is it mentioned on your location permit? Yes

Schedule

- a. Shooting Schedule (Strip Board)
- b. Shot List - per day and time duration for each shot
- c. Call Sheet for each day

Cast

- Cast list with Contacts
- Cast Deal Memos
- Actor Release Forms
- Nudity Release Forms Yes No N/A
- (Email Confirmation) Yes No
- SAG Contract with Actors
- Workers Compensation Insurance Yes No
- Hired a covid officer? Yes No

Minors

- Minors' Actor Release Form
- Entertainment Work Permit Per Minor
- Studio Teacher ID Verified
- Workers Compensation Insurance

Animals in the Film

- Email from Animal Humane Society
- Animal Wrangler
- Stunts with Animals (If Yes, Please fill out stunt section)

TWO BUSINESS DAYS BEFORE TO CHECKOUT

Deadline Date:

CAMERA (choose one): *Only Available for MFA/BFA/AFA Thesis Checkouts

- Sony F5
 RED Scarlet
 RED Epic Dragon*
 16mm
 35mm

Only for Epic Dragon / 16mm / 35mm AND if you are shooting outside 30 miles radius.

Returning Camera Nightly Yes (Please Fill out table on next page with times) No
 If No, Insurance for Gear

Insurance Company Information
Name & Phone Number _____

Policy # _____

Name: _____ Date: _____ Signature: _____

***Needs to be signed by the CEO, Director, or Director of Operations of the School**

Please attach Insurance Certificate to your Greenlight Form

EQUIPMENT GREENLIGHT: Time 5:00PM Monday - Friday

Check **OUT** Date: _____ Time: _____

Check **IN** Date: _____ Time: _____

***Table for Pick-Up/Drop-Off Times of Camera**

	Pick-up Time:
Day 1 Date	Drop-off Time:
	Pick-up Time:
Day 2 Date	Drop-off Time:
	Pick-up Time:
Day 3 Date	Drop-off Time:
	Pick-up Time:
Day 4 Date	Drop-off Time:
	Pick-up Time:
Day 5 Date	Drop-off Time:
	Pick-up Time:
Day 6 Date	Drop-off Time:
	Pick-up Time:
Day 7 Date	Drop-off Time:
	Pick-up Time:
Day 8 Date	Drop-off Time:
	Pick-up Time:
Day 9 Date	Drop-off Time:
	Pick-up Time:
Day 10 Date	Drop-off Time:

Name: _____ Date: _____ Signature: _____

***Needs to be signed by the Equipment Manager**

COVID-19 GREENLIGHT ADDENDUM:

The following documents are required to receive your Greenlight:

- Completed Covid-19 Compliance Plan and Indication who is NYFA or NON NYFA and which crew will be checking out equipment
- Completed NYFA COVID Acknowledgement Agreement waiver for all NON NYFA Cast and Crew
- Verification of PPE/masks & cleaning supplies for set (Receipts)
- Crew list with contact information naming COVID-19 Safety Officer
- Proof of Workers Compensation and Liability Insurance Policy (* if using outside cast or crew who are not current NYFA students)
- Certificate Safe Sets International for Director and Covid Compliance Officer for all Cast and Crew

By submitting this greenlight form, I agree to abide by all of the rules and guidance outlined in the NYFA COVID Safety Plan.

Student Initials

Director of Operations Workman's Compensation Verification:

Name: _____ Date: _____ Signature: _____

Producing Instructor's Signature

Name: _____ Date: _____ Signature: _____

TWO BUSINESS DAYS BEFORE TO CHECKOUT

Deadline Date:

Film Department Coordinator

**Scan your entire producing and directing binder, including all permits, location agreements, all Covid materials and insurance certificates, into a single PDF file and email it as an attachment to nan.siribunlue@nyfa.edu from your NYFA email address 2 business days before checkout. Greenlight signatures are by email appointment only after all materials are sent in and approved.*

**Scan the completed Greenlight Form and email it to nan.siribunlue@nyfa.edu & laequipment@nyfa.edu from your NYFA email address*

Name: _____ Date: _____ Signature: _____

All documents have been verified and Student is cleared to Check Out

FOR FILM OFFICE ONLY:

Registrar Verification: Coordinator Initial

Bursar Verification: Coordinator Initial

Proof of a negative result on PCR COVID-19: Test taken 2 – 6 days prior to the first day on set

Coordinator Initial

