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 (30 days before production)

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:

- h. Are you doing stunts? □ Yes □ No
- i. Do you plan to cheat stunts? □ Yes □ No
  1. Storyboards - Not Optional
  2. Detail Descriptions

On Camera Intimacy:

- h. Are there scenes with on camera intimacy? □ Yes □ No
  1. Storyboards - Not Optional
  2. Detail Descriptions
  3. Intimacy Coordinator needed?

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 □ No

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 (Email Confirmation)
- SAG
  - SAG Contract with Actors
  - Workers Compensation Insurance
  - Hired a covid officer?

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)

I. Do you plan to cheat stunts?

1. Storyboards - Not Optional
2. Detail Descriptions

h. Are there scenes with on camera intimacy? □ Yes □ No

Directing Instructor Signature:

Name: _____________________ Date: ________ Signature: _______________________

Schedule

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

Animals in the Film

- Email from Animal Humane Society
- Animal Wrangler
- Stunts with Animals (If Yes, Please fill out stunt section)
## Overseas or Out of State Production

Are you shooting overseas or out of the state of California?  
Yes ☐  No ☐

If yes, where? __________________________________________ Dates of Travel: ________________________________

## List Locations Below:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Location Address with Contact Number</th>
<th>Location Agreement Y/N</th>
<th>Location Permit Y/N</th>
<th>Location Insurance Y/N</th>
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## SPECIAL CIRCUMSTANCES: (Stunts, Intimacy, Etc.)

15. **Only for Action Sequences or Special Circumstances**

Using stunts or scene with nudity/intimacy in your Film requires special approval. You will need to follow several additional steps in order to be clearer to begin production. This section is to be filled out and completed before your Producing instructors signs your greenlight form. (Includes open flame, bodies of water, sports, underwater activity, driving, and other special circumstances)

a. Stunt Description

b. Storyboard: Please present all script pages, storyboards, shot lists, and proof of outside production insurance with worker’s compensation for the action sequence before submitting this form ☐

c. Name of Actors Performing Stunts

d. Number of Fight Scenes __________

e. Rehearsal Hours

f. Fight Choreography ☐ Yes ☐ No

g. Prop Weapons ☐ Yes ☐ No

h. Fall ☐ Yes ☐ No How High: _________

i. Jump ☐ Yes ☐ No How High: _________

j. Props and Stunts Mentioned on the Permit ☐ Yes ☐ No

k. Stunt Coordinator Name

Stunt Coordinator Deal Memo

Resume

l. Workers Compensation Insurance ☐

m. Outside Production Insurance (Liability & Third Party Property Damage Coverage) ☐

Please note that the stunt coordinator cannot be an instructor of the New York Film Academy. Your action sequence will not be cleared without securing an outside stunt coordinator and providing outside insurance with worker’s compensation that will cover these shoot days.

Name: ___________________________ Date: ___________ Signature: ________________

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

## Producing Instructor’s Signature

*Instructor has verified all of the producing section ☐

Name: ___________________________ Date: ___________ Signature: ________________

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TWO BUSINESS DAYS BEFORE TO CHECKOUT  

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 # ____________________________ 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

| Day 1 Date | Pick-up Time: | Drop-off Time: |
| Day 2 Date | Pick-up Time: | Drop-off Time: |
| Day 3 Date | Pick-up Time: | Drop-off Time: |
| Day 4 Date | Pick-up Time: | Drop-off Time: |
| Day 5 Date | Pick-up Time: | Drop-off Time: |
| Day 6 Date | Pick-up Time: | Drop-off Time: |
| Day 7 Date | Pick-up Time: | Drop-off Time: |
| Day 8 Date | Pick-up Time: | Drop-off Time: |
| Day 9 Date | Pick-up Time: | Drop-off Time: |
| Day 10 Date | Pick-up Time: | 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
- Completed NYFA COVID Acknowledgement Agreement waiver for all NON NYFA Cast and Crew and Indication who is NYFA or NON NYFA and which crew will be checking out equipment
- Verification of PPE/masks & cleaning supplies for set (Receipts)
- Filled in Cast & Crew list Template also naming COVID-19 Safety Officer(s)
- Proof of Workers Compensation and/or Liability Insurance Policy (* WC is needed if using SAG, Minors or paying/deferred payment of NON NYFA cast or crew)
- 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.

Director of Operations Verification of WC, General Liability and Equipment Insurance:

Name: __________________________ Date: __________ Signature: __________

Producing Instructor’s Signature

Name: __________________________ Date: __________ Signature: __________

TWO BUSINESS DAYS BEFORE CHECKOUT

Deadline Date: __________

Film Department Coordinator

*Combine 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.

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 __________

Cast and Crew cleared by the COVID Team Coordinator Initial __________

70% of cast and crew must be cleared BEFORE checkout