

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

Reshoot/ Pick Up Request FORM

All signatures must be obtained at least 48 hours before proposed checkout!

(No later than 4:00 pm Friday for a Monday checkout.)

Reshoot equipment may not be kept for more than 2 nights /3 days.

Student Name: _____

Program: _____ Section: _____


Choose One

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

Schedule Slot Dates for the project: _____

Logline: _____ Genre: _____

1. Bursar's Department

Name: _____ Date: _____ Signature: 

2. Registrar's Department

*Have you met the school's accuplacer requirements Yes No

Name: _____ Date: _____ Signature: 

3. Directing Instructor's Signature

Name: _____ Date: _____ Signature: 

4. Producing Greenlight

1. Breakdowns

- a. Shoot Script
- b. Script Breakdown
- c. Props & Wardrobe Breakdown

2. Detail Budget

3. Crew

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

4. Cast

- a. Cast list with Contacts
- b. Actor Release Forms
- c. Nudity Release Forms Yes No N/A

5. SAG (Email Confirmation)

- a. SAG Contract with Actors
- b. Workers Compensation Insurance

6. Minors

- Yes No
- a. Minors' Actor Release Form
- b. Entertainment Work Permit Per Minor
- c. Studio Teacher ID Verified
- d. Workers Compensation Insurance

Dates	Location Address with Contact Number	Location Agreement Y/N	Location Permit Y/N	Location Insurance Y/N

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

7. Schedule

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

8. Only for Action Sequences or Special Circumstances

Using stunts 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

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**

4. Producing Instructor's Signature **Instructor has verified Sections #1-8*

Name: _____ Date: _____ Signature:

Camera
Choose One

Canon 5D RED Scarlet RED Epic Dragon* 16mm 35mm

**Only Available for MFA/BFA/AFA Thesis Checkouts*

5. Only for Epic Dragon / 16mm / 35mm

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

6. Equipment Greenlight

Time: 5:00pm latest on a weekday

Check Out Date: _____ Time: _____

Check In Date: _____ Time: _____

Name: _____ Date: _____ Signature: _____

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

7. Film Department Coordinator

****Scan your entire producing and directing binder, including all permits, location agreements, 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

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

