

Production Planning

1. Crewing and Casting Essential Points

- The production crew must consist only of students enrolled on the module.
- Do not cast professional actors/performers.
- Do not offer or enter into any form of contract that indicates you are an employee.
- Do not present your production work as having any professional or commercial status.

Crewing and Casting

Students undertaking practical film production work on *FLM7214 Making Fiction Film* can successfully complete their practical training and assessments by collaborating with each other as crew and as cast. The module organizes students into production groups to support this. Production groups, film crew, director, camera, sound etc, must be comprised only of students on the module because the film production work submitted for assessment is made in order for enrolled students to evidence their knowledge and skills as taught on the module. Student production groups are organized by the criteria set out in the assignment brief and in consultation with the module tutor.

Students can invite and arrange for other students, colleagues, friends and non-professionals to support their production work by acting as performers in front of the camera. This is on the basis of their being volunteers. Students must not work with professionals who are entitled to payment for their work. Professional status is indicated by a person being the member of a professional union, and/or by their having a professional agent as their representative.

Any calls for casting, adverts, invitations, and the process of casting must indicate that the production being undertaken is a 'not for profit' production which will not be offering any form of contract, employment or payment for performing. Queen Mary is a registered charity (Companies House Listing RC000710) Charities work with volunteers on the basis that the services offered by a volunteer are provided without the status of the individual/s being an employee and without contract or pay. Volunteers may still be entitled to Public Liability protection.

As part of the clarification of the 'not for profit', educational status of student production activities on the module, students must not advertise or banner themselves or their production activities under any title or form that indicates that a professional or production company status. The status of students on the module is that of students and trainees. The status of other parties leading or contributing to the module is that of educational providers or volunteers.

Context

To clarify the reason for the guidelines above: the university is a complex setting in which to produce creative work. It has fair employment policies, and also, it is widely understood that within the creative industries people freely share their labour to produce creative work. The department of film supports your academic, creative work and also wants to ensure that this is undertaken without contravening any policies or other restriction on collaboration and creativity.

2. Planning for Filming

Public Liability When undertaking educational activities on or off campus and when activities are carried out in a legal manner, students are due to be covered by the Public Liability Insurance offered by the University. This may also apply to volunteers supporting production work through their performance in a student film.

Production Costs There is no requirement for expenditure set by the module's practical production work. The advice for students on the module is to devise stories and plan production work that will make use of locations and props which are freely available to them. Permission for filming at a location should be arranged when needed. Film London provides extensive advice and information for filming in London. <https://filmlondon.org.uk/filming-in-london>

Locations and Props Students on the module must not enter into any formal contract or agreement to pay for the use or hire of a location or payment for the hire of a prop as this can incur significant expense and liability. The owner or party responsible for a location or prop that is granted for use by the student/s for their production work (without cost) can be provided with a copy of the Queen Mary University of London, Public Liability Insurance cover letter, if requested.

Expenses: Food and Travel The advice is to make use of local and/or London locations because students on the module should not need to undertake any exceptional daily expense to undertake their production work in relation to food or travel. If there are volunteers working to support the module by performing as actors on a production, they may be offered reasonable food and travel expenses, but this will be offered entirely at the discretion of a student or a student group. No formal contract for employment can be offered or entered by a student on the module that will or might incur cost to themselves or to any other party.

Safe Stories and Productions In relation to Health and Safety, dangers and hazards are to be avoided and the narratives that are devised for the production work and assessment must avoid the need to stage and film dangerous action such as stunts with vehicles, weapons, heights, water, etc. Students are due to undertake risk assessment prior to filming, and this will be supported with advice and oversight by the module tutor. It is expected that only a basic level of risk assessment will need to be undertaken as the narrative for the production will not require any significant hazardous or dangerous action to be filmed. If there is any violent or confrontational action this must be carefully planned and choreographed prior to filming. The module tutor will expect to be informed and be able to offer support and advice regarding the filming of any staged action which will appear on screen to be dangerous, violent, or confrontational.

Portraying Illegal Acts Film narrative will often portray illegal or socially controversial acts. These will be performed as imitations as part of a fictional narrative, and may include depictions of racism, sexism, or other forms of violent or hateful behaviour. In relation to personal behaviour students and volunteers performing on screen are subject to the Laws of the UK and to the policies and codes set out for students and staff by the university. These laws, policies and codes apply to personal behaviour during filming. The advice here is to ensure that actions, behaviour, and attitudes which are part of a dramatic scene are not carried over into personal behaviour or action outside of the specific moments of performance for dramatic purposes.

Portraying Sexual Acts Drama scenes which involve the portrayal of sexual acts are not part of the training or knowledge provided by the module and should not be devised or filmed by students or volunteers. The filming of such scenes is subject to specific industry skills training which is not provided for on this module.