

FILMMAKING GREENLIGHT FORM - OVERSEAS SHOOTS

Student Name:	
Program:	Section:
Choose One	
□ MFA/AFA/BFA Intermediate Film □ MA/One yet ***2 weeks including travel time ***2 weeks including travel time	vear Thesis MFA/AFA/BFA Thesis Film cluding travel time *** 4 Weeks including travel time
Schedule Slot Dates for the project:	
Logline:	Genre:
Greenlight Prep Notes: 2 Months Prior	to the travel Deadline Date:
Deadline for last Signature Write down the last day for the greenlight. This will be 2 business of	Date: Time: 4:00pm latest on a weekday days before the checkout date.
Make sure to check the public holidays and weekend dates.	
Studen	nt Signature:
Visit the Filmmaking Department for rules and regulations overseas shoots before making travel plans.	about 1st Coordinator signatu
Visit the Filmmaking Department for rules and regulations overseas shoots before making travel plans. 1. Country	
Visit the Filmmaking Department for rules and regulations overseas shoots before making travel plans. 1. Country 2. Date of departure	
TRAVEL DETAILS Visit the Filmmaking Department for rules and regulations overseas shoots before making travel plans. 1. Country 2. Date of departure 3. Date of return 4. Shoot dates	

*Note: All important documents (insurance, stunt documents, location agreements, and permits) must be translated into English before being greenlit to travel.

1. Bursar's Department

	Have you met the school's accuplacer requirements Ives International Office ame: Date: Signature: Date: International Office ame: Date: Signature: Date: Signature: </th <th>lame:</th> <th>Date: -</th> <th></th> <th>— Signature:</th> <th></th> <th></th>	lame:	Date: -		— Signature:		
. International Office ame: Date: Signature: Two Weeks Before Travelling Deadline Date: Deadline Date: Screenwriting Instructor's Signature ***Please do not sign without the page 1 complete signatures. Shoot script is locked and numbered Students can get this signature as soon as they have locked their script. ame: Date: Signature: Date: Signature: Directing Instructor's Signature ***Please do not sign without the screenwriting teacher's signature. a. Shooting Script i. Are you cheating stunts? Yes No Storyboards (Optional) I. Storyboards (Not Optional)	. International Office ame:	Have you met the school's accuplacer requirements		□ _{Yes}	□ _{No} If N	No,	
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Deadline Date: Even Writing Instructor's Signature ***Please do not sign without the page 1 complete signatures. Shoot script is locked and numbered Students can get this signature as soon as they have locked their script. ame: Date: Signature: . Shooting Script Image: b. Shot List Image: Image: c. Storyboards (Optional) Image: Storyboards (Not Optional) d. Overheads Director's Notes Detail Descriptions f. Director's Notes and Pre visualisation Materials Image: Script notes S. Chematography look book Script notes Script notes <td>Deadline Date: The construction of the signature is the signature is the signature is signature is signature as soon as they have locked their script. Store script is locked and numbered Store script is signature as soon as they have locked their script. ame: Date: Signature: Signature: Other script Signature: Image: Date: Signature: Signature: Image: Date: Signature: Signature: Image: Date: Signature: Signature: Image: Signature: Image:</td> <td>. International Office</td> <td></td> <td></td> <td></td> <td></td> <td></td>	Deadline Date: The construction of the signature is the signature is the signature is signature is signature as soon as they have locked their script. Store script is locked and numbered Store script is signature as soon as they have locked their script. ame: Date: Signature: Signature: Other script Signature: Image: Date: Signature: Signature: Image: Date: Signature: Signature: Image: Date: Signature: Signature: Image:	. International Office					
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4. Production design look book	Please list the missing documents to be email to the instructor 2 days before the shoot for final greenlight.	 a. Shooting Script b. Shot List c. Storyboards (Optional) d. Overheads e. Director's Notes f. Director's Notes and Pre visualisation Mater 1. Script notes 2. Cinematography look book 3. Costume look book 4. Production design look book 		_		eating stunts?	

<u>0</u>	<u>ne Week Before Travelling</u>	De	eadline	Date	:				
5.	Breakdowns a. Shooting Script b. Breakdown Sheets c. Day Out of Days d. Props & Wardrobe Breakdown			Cast SAG	 a. Cast list with Contacts b. Actor Release Forms c. Nudity Release Forms (Email Confirmation) a. SAG Contract with Actor 	ors	□ □ □ Yes □ Yes	□ No □ No	□n/A
6.	Detail Budget				b. Workers Compensation	n Insurance			
7.	Crew a. Crew list with Contacts b. Crew Deal Memos c. Outside NYFA Crew / NYFA Alumni Crew List with Contacts, Resumes & References Locations a. Do you have Prop Weapons in the should be	ot?	10.] Yes	DTS a. Minors' Actor Release b. Entertainment Work Pe c. Studio Teacher ID Verii d. Workers Compensation	ermit Per Minor fied	Yes	No	
_				1.03		r			

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

12. Schedule

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

<u>Please list the missing documents to be email to the instructor 2 days before the shoot for final greenlight.</u> ***Please also email daily call sheets to your directing and producing instructor.

a. Stunt Description				
tion for the action sequence before submittin c. Name of Actors Performing Stunts	ig this form]	· ·	f of outside production insurance with worker's compensa
d. Number of Fight Scenes				
e. Rehearsal Hours		Vaa		
f. Fight Choreography g. Prop Weapons		Yes Yes	No No	
h. Fall		Yes		How High:
i. Jump		Yes		How High:
j. Props and Stunts Mentioned on the Per				riow riign
k. Stunt Coordinator Name		163		
Stunt Coordinator Name				
Resume				
I. Workers Compensation Insurance				
m. Outside Production Insurance (Liability & Third Party Property Damage Covera	age)			
				Academy. Your action sequence will not be cleared worker's compensation that will cover these shoot
Name:	Date:		Signature	
*Needs to be signed by the CEO, Director, or Direct				
44. Dreducine lastructoria Cimeture				
14. Producing Instructor's Signature	*Instructor I	nas ve	rified Sections	s #5-13
Name:	Date:		Signature:	

15. Film Department Coordinator Before Travelling

*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 travel. Greenlight signatures are by email appointment only after all matierials 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

After the shoot and on returning back to school.

Producing Instructor's Sign	nature
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* Has the student has completed all the greenlight reqirements and submitted all the required paperwork mentioned on Page3.

Name:	Date:	Signature:	

Film Department Coordinator After the shoot.

*Scan all the pending greenlight materials into a PDF and email it to nan.siribunlue@nyfa.edu from your NYFA email address

Name:	Date:	Signature:			
All documents have been verified and Student is cleared to Check Out					

*Scan the remaining greenlight documents and email it to nan.siribunlue@nyfa.edu & laequipment@nyfa.edu from your NYFA email address