



FILMMAKING GREENLIGHT FORM - OVERSEAS SHOOTS

Student Name: _____

Program: _____ Section: _____

Choose One

- MFA/AFA/BFA Intermediate Film
***2 weeks including travel time
- MA/One year Thesis
***2 weeks including travel time
- MFA/AFA/BFA Thesis Film
*** 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 Date: _____ Time: 4:00pm latest on a weekday
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.

Student Signature: _____

TRAVEL DETAILS

Visit the Filmmaking Department for rules and regulations about overseas shoots before making travel plans.

1st Coordinator signature

1. Country _____
2. Date of departure _____
3. Date of return _____
4. Shoot dates _____
5. Total days you will be out of the country _____

*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

Name: _____ Date: _____ Signature: _____

2. Registrar's Department

*Have you met the school's accuplacer requirements
Notes

Yes No

If No, _____

Name: _____ Date: _____ Signature: _____

3. International Office

Name: _____ Date: _____ Signature: _____

Two Weeks Before Travelling

Deadline Date:

3. 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.

Name: _____ Date: _____ Signature: _____

4. Directing Instructor's Signature

***Please do not sign without the screenwriting teacher's signature.

- a. Shooting Script
- b. Shot List
- c. Storyboards (Optional)
- d. Overheads
- e. Director's Notes
- f. Director's Notes and Pre visualisation Materials
 - 1. Script notes
 - 2. Cinematography look book
 - 3. Costume look book
 - 4. Production design look book
 - 5. Character descriptions.

i. Are you cheating stunts? Yes No

- 1. Storyboards (Not Optional)
- 2. Detail Descriptions

Please list the missing documents to be email to the instructor 2 days before the shoot for final greenlight.

***Please also email daily call sheets to your directing and producing instructor.

Name: _____ Date: _____ Signature: _____

13. 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
(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

Name: _____ Date: _____ Signature:

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

14. Producing Instructor's Signature

**Instructor has verified Sections #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 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***

After the shoot and on returning back to school.

16. Producing Instructor's Signature

* Has the student has completed all the greenlight requirements and submitted all the required paperwork mentioned on Page3.

Name: _____ Date: _____ Signature:

A rectangular box with a light gray background, intended for the Producing Instructor's 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

A rectangular box with a light gray background, intended for the Film Department Coordinator's signature.

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