

Production Procedures

During this program you and your group will be required to film outside of the classroom during the period. This is **a privilege** that is afforded members of our program and **WILL be taken away** if the privilege is abused. Below are some ground rules for production on our campus.

- 1. Students will not leave class until the required documentation has been completed and a WIRED Pass has been signed by Mr. Cooler.**
 - a. This means all project paperwork has been completed prior to filming, storyboard, pitch sheet, and/or treatment. Check your project requirements to make sure this is complete.
 - b. A checkout form has been completed with your project documents.
- 2. The checkout form will include filming locations. You should only be in the locations where I have signed off. Some areas are OFF-LIMITS.**
 - a. The PAC
 - b. The Construction Site
 - c. Any Classroom without Permission
- 3. You should NEVER interrupt a class, a teacher, testing, or an administrator. Only be in areas that you have prior approval and don't interrupt other students learning.**
- 4. Students can NEVER leave campus to shoot video during the school day and must have a written note by me or a dean to be in the parking lot.**
- 5. Do not pull your friends out of class to be in your video.**
- 6. Be Professional! If someone says that don't want to be in a video thank them for their time and leave them alone.**
- 7. Follow the WIRED and Student code of conduct while out of class, just because you are not being directly supervised does not give you permission to break rules. Make good decisions while out filming and scouting!**
- 8. Once cited for irresponsible behavior while filming, that group will lose filming privileges and be given an alternative assignment instead of their video project.**