

## **WEAPONS (PROP/FAKE) / FIRE / STUNT CONSIDERATION**

(from *WKU FILM PRODUCTION HANDBOOK*)

To ensure the safety of the campus community and to provide for an undisturbed learning environment for all students on campus, all projects filming on campus must abide by the following guidelines:

- a. Send a written message, at least five days in advance, i. to the Building Coordinator of the proposed filming location, including the date(s), time(s), the location(s) in the building or facility; ii. WITH A COPY, if applicable, to the WKU Police Department if filming will include or involve the use of imitated, disabled or "prop" firearms, or loud, startling or pyrotechnical special effects.
- b. Prepare and post a notice in conspicuous places, which will be displayed during filming. Notices must be legible, clear in intent, and displayed in effective locations.
- c. Remove and appropriately discard said notices promptly upon completion of the activity.

### **NEXT PAGE: Hazardous Activity Request Form**

\*\*\*DOCUMENT MUST BE SIGNED & TURNED IN BEFORE EQUIPMENT CAN BE CHECKED OUT\*\*\*



**HAZARDOUS ACTIVITY REQUEST FORM**

**PROJECT TITLE:**

**SHOOT #:**

**PHONE NUMBER:**

**PRODUCER/DIRECTOR:**

**FILMING DATE(S):**

**EMAIL ADDRESS:**

**DESCRIPTION OF HAZARDOUS FILMING CONDITION:**

**DESCRIPTION OF FILMING PLAN:**

**STATEMENT OF RESPONSIBILITY:**

I, \_\_\_\_\_ (PRODUCER) have contacted and have obtained permission from the authorities appropriate to the hazard described above\* (circle appropriate): (Campus PD/\_\_\_\_ PD/ \_\_\_\_ Fire Dept / Stunt Coordinator) \_\_\_\_\_ (NAME) to perform activities outlined in the filming plan. Said person(s) have been notified of filming on \_\_\_\_\_ at \_\_\_\_\_ (LOCATION ADDRESS) and granted acknowledgment AND permission for the execution of hazardous activities detailed above for \_\_\_\_\_ (PROJECT TITLE)

*\*Any question about which authorities should be contacted should be directed to the Head of Production prior to submitting this form.*

|  |           |       |
|--|-----------|-------|
| <b>Campus PD Approval:</b>             |           |       |
| _____                                  | _____     | _____ |
| Print                                  | Signature | Date  |
| <b>Local Law Enforcement Approval:</b> |           |       |
| _____                                  | _____     | _____ |
| Print                                  | Signature | Date  |
| <b>Local Fire Department Approval:</b> |           |       |
| _____                                  | _____     | _____ |
| Print                                  | Signature | Date  |
| <b>Stunt Coordinator Approval:</b>     |           |       |
| _____                                  |           |       |

**FINAL STUDENT AGREEMENT:**

We have provided accurate & complete information about our project to the individuals above. Any script, concept, or logistical changes that involve hazardous shooting conditions will receive faculty review and approval prior to production.

|                              |      |
|------------------------------|------|
| <hr/>                        |      |
| <b>Producer(s) Signature</b> | Date |
| <hr/>                        |      |
| <b>Director Signature</b>    | Date |

|                                   |         |                |
|-----------------------------------|---------|----------------|
| <b>Film Coordinator Approval:</b> | Approve | Do Not Approve |
| <hr/>                             |         |                |
| Signature                         |         | Date           |