

PEPPERDINE

**PRODUCTION
GUIDE
2023-2024**

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PRODUCTION STAFF

CONTACT

Sara Fernandez, Associate Director of Production Operations
CCB117
310.506.4660
Sara.Fernandez@pepperdine.edu

SERVICES

Here to assist you with all phases of production including:

- Coordinating with Pepperdine Risk Management Office to get your project approved and insured.
- Booking the TV Studio, Edit Bays, Recording Studio, and CCB Production rooms.
- Sign off on equipment, on-campus location, off-campus location, and room reservation forms.
- Provide information about vendors and services that may be of help to your project.
- Production script review and approval.

TECHNICAL SUPPORT

CONTACT

Sergio Marquez, Studio Technician Operations Specialist
CCB118
310.506.4420
Sergio.Marquez@pepperdine.edu

SERVICES

Available to assist with the following:

- Recording Studio and Radio Station equipment training.
- Technical assistance with all editing workstations.
- Studio and control room support.

STUDENT PRODUCTION OFFICE (SPO)

LOCATION

CCB 113 (Past the edit bays to the left)

OFFICE HOURS

Monday - 11:30AM – 5PM

Tuesday - N/A

Wednesday - N/A

Thursday 11:30AM – 5PM

Friday - N/A

CONTACT

peppspo@gmail.com

SERVICES

The Student Production Office provides students with:

- All required production forms
- Production resource materials
- Production Handbook
- Contact information for On-Campus location schedulers

PRODUCTION HANDBOOK

The Production handbook and all production forms can be accessed online at:

<https://www.peppspo.com/>

CAMERA CHECKOUT

LOCATION

CCB 116

HOURS OF OPERATION

Monday: 9:00AM – 5:00PM

Tuesday: 9:00AM – 5:00PM

Wednesday: 12:00PM – 5:00PM

Thursday: 9:00AM – 5:00PM

Friday: 9:00AM – 5:00PM

Saturday, Sunday: Closed

ACCESS

YOU MUST BE **CURRENTLY** ENROLLED IN A PRODUCTION CLASS OR PRODUCTION CO-CURRICULAR IN ORDER TO UTILIZE THE PEPPERDINE EQUIPMENT.

EQUIPMENT USAGE GUIDELINES

The guidelines included here serve two primary purposes:

1. They ensure a fair and equitable process to allow students to reserve equipment for their curricular and co-curricular productions.
2. They establish policies and procedures that not only mimic the real world, but ensure our equipment is used properly to ensure adequate longevity.

We expect students to follow these guidelines as they pursue excellence in storytelling.

GENERAL INFORMATION

- All students must complete a “Production Handbook Agreement” each semester they are enrolled in a production class or on crew for a production co-curricular. Without a form on file, students are ineligible to checkout equipment. (This agreement can be found on the last page of this handbook or on the SPO website)
- A valid Student ID card is required for all reservations, checkouts, and check-ins.
- No third-party student reservations will be accepted.
- Student reservations can be made no more than two weeks in advance.
- All equipment reservations require faculty approval (consult your course syllabus or co-curricular faculty advisor for the specific guidelines you are expected to follow).

RESERVATION LIMITS

Equipment may be checked out for a maximum of twenty-four (24) hours at a time, with the exception of weekend checkouts. (Special arrangements can be made for students with unique circumstances.)

- a. Students are required to abide by the exact return date and time on their reservation.
- b. Equipment checked out on Friday MUST be returned by 12PM the following Monday.
- c. 8-hour intervals are required between consecutive rentals.

CHEQROOM ONLINE EQUIPMENT SYSTEM

CHEQROOM is the online equipment system that we have in place to make reserving equipment an easy and pleasant experience. Feel free to download the free app to reserve equipment right from your phone. You will receive a CHEQROOM invitation via email once you have read through the Production Handbook and submit the signed Production Handbook Agreement to Sara Fernandez. Follow the link and create a free account using your Pepperdine email address.

TO RESERVE EQUIPMENT

1. Follow the link for reservation instructions: [CHEQROOM Reservation Instructions](#)

TO CHECKOUT EQUIPMENT

1. You must have final project approval before checking out equipment or beginning Production. You will need to provide a signed project approval form at the equipment checkout window in order to receive your order.
2. Pick-Up equipment at your scheduled pick-up time.
3. You must wear a face mask when picking up and returning your equipment.
4. Ensure the equipment you are checking out is functioning properly and that the equipment you are receiving matches the equipment listed on the reservation form.
5. Sign the Pepperdine Checkout Agreement at the checkout window.

Allow yourself additional time at checkout to prep your equipment and report any damages or missing items BEFORE you leave the building. Once you leave the building you will be held responsible for all equipment on your reservation form.

Do not allow friends or associates to borrow equipment under your name. You will be held responsible.

Always store equipment in a safe place. Avoid exposing equipment to extreme heat or cold and keep free of dirt and moisture.

You assume full responsibility for any loss or damage to equipment when you sign the Equipment Agreement.

TO RETURN EQUIPMENT

1. Return the equipment at the time specified on your reservation.
2. Face masks must be worn by all parties when returning equipment.

3. All components should be in the right boxes, and everything put away and organized. Filters and other accessories must be removed from cameras and cables coiled neatly. Messy, disorganized, and dirty equipment will be assessed a cleaning fee.
4. When returning equipment, you will be required to stay as the equipment worker checks over all of the items. Please allow additional time for this process.

LATE RETURNS

Any items not returned by the specified return date and time on the reservation will incur a penalty of equipment checkout privileges for the infringing student. Any of the below infractions will be noted via email to the student and to their professor.

- a. 1st Infraction: Students returning any equipment after the specified return date and time will face a 7-day rental suspension.
- b. 2nd Infraction: Students failing to return equipment on time for a second time will face a minimum 7-day rental suspension and a \$20 penalty.
- c. 3rd Infraction: Students will arrange a meeting with Production Operations and your professor to discuss your future checkout privileges.

Students will not be allowed to checkout equipment until all equipment is returned or reimbursed. Any equipment not returned within seven (7) days of the return date will be assumed “damaged beyond repair” and the full cost of the equipment will be billed to the student so it may be replaced. Any outstanding student bills must be paid in full before equipment checkout privileges are restored.

FINANCIAL OBLIGATIONS

Students are financially responsible for any equipment checked out in their name. This includes equipment that is checked out and not returned, equipment that is checked out and damaged, or equipment that is stolen while under the student’s care. You are financially responsible for any lost or damaged equipment up to \$5,000. Any damage or replacement costs above \$5,000 will result in an insurance claim.

If equipment is not working properly, students must notify the checkout attendant as soon as possible. Sometimes equipment fails, and if it is determined the failure is not user related, the student will not be financially responsible. It is imperative that students check their equipment prior to leaving equipment checkout to ensure it is working properly. Students will be held responsible for equipment condition if the checkout attendant is not notified of any equipment problems at the time of checkout.

Students should not leave equipment stored in their vehicles unattended or overnight. High value equipment should never be left unattended and should be taken at the end of the shoot day and stored in a safe place (i.e. Do not leave equipment overnight on set).

Students will supply their own SD cards, hard drives, and batteries.

GETTING YOUR PROJECT APPROVED

Every Project made for a Production class or a Production Co-Curricular must be approved by your Professor and Production Operations. Any project found to have shot without approval will be considered in violation of our policies and will be subject to sanctions.

You must fill out a PRODUCTION PROJECT APPROVAL FORM for each project you make for your course.

Do not assume that because you have been approved for one project you are approved for all projects you make in that class. Each project is a separate entity and must be evaluated as such.

TWO WEEKS PRIOR TO PRODUCTION OF YOUR PROJECT SUBMIT THE FOLLOWING ITEMS **SARA FERNANDEZ (SARA.FERNANDEZ@PEPPERDINE.EDU)**

1. Completed Production Project Approval Form
2. Copy of Professor vetted script and storyboard
3. Signed Location Agreement(s): If you plan to shoot on campus, make sure you complete the on-campus location agreement (See on campus locations section). If you plan to shoot off campus, make sure you complete the off-campus location agreement and get all of the necessary city permits (See off campus locations section).
4. COI request(s) (If needed)
5. Talent Release(s)

Once Production Operations has reviewed your project, you will be given a checklist of any additional documentation necessary for a "Green Light."

Equipment Reservations

You will be able to reserve equipment without having been approved, but you **will not be able to checkout equipment or begin shooting** until you have final approval from Production Operations.

INSURANCE

Insurance is meant to protect students against certain losses that may occur during the course of an approved Production class or Production Co-Curricular project. Remember, just because you are a Pepperdine student does not mean you have insurance for any project you produce. Pepperdine only insures class productions for course credit.

Even with insurance, there are still financial costs that the student will be responsible for in the event of a loss (even for non-excluded activities). Insurance has a minimum financial threshold of **\$5,000** for equipment and **\$7,500** for third party property damage that must be met before insurance will pay for a claim. This is referred to as a deductible and students will be responsible for covering this cost.

PLEASE NOTE: There is NO insurance coverage for a student project that contains excluded activities unless the project has been approved by Production Operations (Sara Fernandez). Insurance will deny coverage for any incident resulting from any non-approved excluded activities and the student will be solely responsible for any and all monetary damages and/or legal consequences.

The following is a brief overview of the insurance coverages provided by Pepperdine:

General Liability Insurance:

This policy is designed to cover property damage to authorized filming locations and any resulting bodily injuries sustained by individuals who are not associated with the production.

Please note, insurance will only cover damages that were caused by an approved film-related activity.

Film Equipment Insurance:

This policy is designed to cover damage to or theft of rented film-related equipment (including camera equipment, audio and lighting equipment, as well as props and wardrobes) that is rented to the student by Pepperdine or by an approved off-campus vendor. If equipment is lost due to theft, a police report is required for insurance purposes.

Please note, leaving equipment unsecured or unattended is considered negligence and any resulting loss or damage will NOT be covered by insurance.

Additional note: Any personal film equipment belonging to the student or any member of the cast/crew will NOT be eligible for insurance. Any losses for owned equipment will need to be paid for entirely by the student.

Workers' Compensation Insurance:

This policy is designed to cover injuries sustained by a hired cast or crew member. Certain Production courses will require hired cast and crew outside of Pepperdine for their assigned projects. For these courses, Pepperdine will provide students with a workers' compensation

policy. For courses that do not require hired cast or crew members, workers' compensation insurance is not provided by Pepperdine.

Reminder:

The University **DOES NOT** provide insurance for vehicles of any kind for student productions. You must provide your own insurance for any vehicle in your production, including on-camera picture cars and production transport rentals or grip trucks.

It is essential for students to follow all safety protocols and take all of the necessary precautions to try to prevent losses from happening. We understand that even with all of the proper controls in place, losses do happen. If a loss occurs, or even if you suspect a loss MAY have occurred, it is CRITICAL that you inform Taylor Simon-Garvey and fill out an incident form immediately.

PEPPERDINE FILMING EXCLUSIONS

An exclusion is an item or risk specifically not covered by an insurance policy or other contract. Below are the most common, but not all, of the film exclusions:

- Film Production Budgets of \$100,000 or more
- Film shoots lasting 30 days or longer
- Filming outside the USA and Canada
- Minors
- Aircraft, Air-Balloons or Drones
- Watercraft
- Any water activities (pool, ocean, river, lake)
- Trains or Railroads
- Filming on rooftops
- Motor Vehicles, High Valued, Antique or Specialty Autos.
- Auto Chase, Crash, or Other Dangerous Scenes
- Filming above 50 feet, Underground, or Under Water
- Stunts (See Stunts section for more comprehensive list of stunts)
- Pyrotechnics
- Animals
- Skydiving, the use of planes, scuba diving, parasailing, major stunts, extreme sports of any other hazardous activities
- Rigging of Persons or Property
- Sports or Athletic Events/Exhibitions
- Prop Weapons

PRODUCTION WITH EXCLUSIONS

Coverage of the above may be available subject to Script review and approval by Production Operations and Insurance Underwriter. An additional premium and or risk control may be

required. In order for any exclusions to be covered, Underwriters working with Production Faculty will require the following:

- A detailed description of the scene and how it pertains to the story
- Shot lists and storyboards
- Details on where and how the scene will be performed
- Details of all safety protocols put in place to protect people and property
- Name and contact information of stunt, animal or special effect coordinator
- Proof of enrollment in a Production Class or Co-curricular

Depending on the nature of the risk, additional information may be required.

CERTIFICATE OF INSURANCE (COI)

What is a Certificate of Insurance or COI?

A certificate of insurance is a document used to provide information on specific insurance coverage. The certificate provides verification of the insurance and consists of information on types and limits of coverage, insurance company, policy number, named insured, and effective dates.

Why do I need a COI for filming?

You will often be asked to provide a COI for equipment rentals, renting from vendors, off campus locations, and securing permits for off campus location filming.

What is required for Pepperdine to issue a COI for filming?

- Enrollment in a Production class.
- Enrollment in a faculty advised Production Co-Curricular.
- Production and underwriter script approval in adherence to filming protocols and exclusions.
- COI request form submitted to Production Operations at least 2 weeks prior to first day of Production. (See COI request form on next page)

[COI Request Form](#)

AUDIT FORM SUBMITTAL

An insurance audit form must be submitted for all Production projects that include outside cast and crew hires. Submit your audit form to Sara Fernandez once you have completed Production.

[Audit Form](#)

ON CAMPUS LOCATIONS

- All students must complete a “Production Handbook Agreement” each semester they are enrolled in a production class or on crew for a production co-curricular. Without a form on file, students are ineligible to reserve or to use on-campus facilities.
- No third-party student reservations will be accepted.
- Student reservations for the TV Studio and the production suites can be made no more than two weeks in advance. Other on-campus locations are on a first-come, first-served basis, and students must follow the guidelines spelled out to ensure use of on-campus facilities.
- All facility reservations require faculty approval (consult your course syllabus or co-curricular faculty advisor for the specific guidelines you are expected to follow).

CAMPUS WIDE LOCATION GUIDELINES:

- Students may not affix anything to a wall
- Students may not build or construct anything in an interior space. Specifically, this means no nailing, cutting, painting, staining, etc.
- Students may only build or construct designated materials for filming in approved spaces. Specifically, all nailing, cutting, painting, staining, etc., must be approved by Pepperdine representatives as appropriate for the space being used.
- Students may NOT physically alter any Pepperdine owned property through building, constructing, or other unapproved alteration.
- If students use a whiteboard (or similar) equipment, they must use the appropriate writing tool for the surface, and students must erase any writing prior to leaving the room

- Students may not change out any lightbulbs in any permanent fixture
- Students may use the equipment in the room if they have access and permission (DVDs, Projector, Computer, Whiteboards, etc.)
- Use only the equipment you have reserved and only the equipment you know how to use
- Students may use the room only for the time they have reserved it—this includes set-up and striking
- Students may not film in a location on-campus that has not been reserved
- When filming or conducting casting calls, students must post appropriate signage to notify the public of what is taking place; this includes posted notifications for props being used as weapons for the purpose of filming (requires additional paperwork)
- Students may not alter or disrupt any organic landscape
- Students may not impede or otherwise restrict natural flow of traffic (pedestrian, bicycle, automobile) UNLESS prior authorization has been obtained from the Public Safety Representative and the student follows the requested safety protocols as instructed by the Public Safety Representative
- Do not disturb, disrupt, or otherwise detract from “business as usual” in the location being used
- Students are expected to abide by the food and drink guidelines of the space they are using.
- Leave the location cleaner than you found it and return all equipment to its original position after use

Consequences for Facility Misuse

If rooms or equipment is not returned to its proper order, or if anything is broken or damaged, the student producer whose name is on the location agreement will be responsible for any financial remuneration should any be required. All offenses will be subject to the following consequences:

- a. 1st Infraction: Students will face a 7-day facility reservation suspension.
- b. 2nd Infraction: Students will face a minimum 7-day facility reservation suspension and a \$20 penalty.
- c. 3rd Infraction: Students will arrange a meeting with Production Operations and your professor to discuss your future reservation privileges.

If students misuse any facility outside of CCB, the student will be subject to the requirements of each respective facility. When reserving or using a space with which you are unfamiliar, it is your responsibility to familiarize yourself with any requirements, guidelines, and consequences for the use of that space.

Students will not be permitted to film until all previous issues have been settled. If Production Operations becomes aware of misuse of other Pepperdine facilities / locations by a student, further sanctions may be applied to the student using the infraction guidelines noted above. Any outstanding student bills must be paid in full before facility reservation privileges are restored.

Financial Obligations

Students are financially responsible for any facility or property damage during use. If equipment in the reserved location is not working properly, students must notify the appropriate authority as soon as possible.

PRODUCTION FACILITIES

As a Production or Production Co-Curricular student, you have access to the Production Facilities including:

- TV Studio (CCB122)
- Control Room (CCB121)
- Newsroom / Edit Lab (CCB112)
- Recording Studio (CCB105 / CCB106)
- Edit Bays (CCB125, CCB126, CCB128)
- Green Room (CCB114)

Security:

The entrance doors remain open from 8AM – 6PM. After-hours access is granted by ID card only. If you are enrolled in a Production course, access will be added to your ID card. If you have any issues with access, contact Sara Fernandez. During after hours, entrance doors should never be propped open and only authorized faculty, students, cast, and crew should be allowed into the Production facilities.

Please be advised, Production student ID cards will only grant access to the entrance doors, the newsroom (CCB112), and the green room (CCB114). All other after-hours requests must be approved by Sara Fernandez. Once approved, your name will be sent to DPS with the date and time of use and you will need to call DPS to have an officer unlock the room for you.

Food and Drink

As there is a lot of expensive and technical equipment, food and drink are only allowed in two areas in the TV area:

- The Television Lobby (CCB 111)
- The Green Room (CCB 114)

No food and drink are allowed in the production suites or in the TV studio.

Power

Some equipment draws substantial power when plugged in. Before plugging any piece of equipment into any outlet, students should take care to take precautions to prevent power outages and surges, which could result in a fire. If you have questions about power draw on specific equipment, ask Production Operations (x4276).

During and After Use

Students should operate only the equipment with which they are familiar and have received prior permission to use. If you are unsure, ask. The faculty and staff want you to learn, and we

are happy to help. But, if you use equipment you are not familiar with and damage it, you will be held responsible for any damages and repair costs. The best rule of thumb is, use only what you have permission to use and only what you know how to use.

When finished using your location, you should:

- Return all equipment, furniture, sets, chairs, etc., to its / their proper location
- Pick up and dispose of all trash

Essentially, if you move something put it back, and leave the space better than how you found it.

STUDIO USAGE AND RESERVATION PROCEDURE

The TV studio, located in the secure TV area on the first floor of CCB, is a multi-functional space, and as a result, several groups and students use the space for filming curricular and co-curricular productions. In order to ensure a functional space and to allow equitable access, these guidelines and procedures are expected to be followed by all individuals who use the studio. Students can reserve the TV Studio for four-hour blocks, with an eight-hour max during any 24-hour span. Any questions should be directed to Production Operations (x4276).

Studio Reservation Procedure:

1. Studio (CCB122) availability can be viewed and requested on 25Live, Pepperdine’s scheduling service available through wavenet.
2. Once you have submitted a request through 25Live you will receive a confirmation email stating that your request has been approved.
3. Complete the “On-Campus Location Agreement” form and turn it in to Production Operations.
4. If you will be utilizing the TV Studio during non-business hours (weekdays before 8AM or After 6PM / Weekends) your name will be sent to DPS granting you permission to use the Studio. Your ID card will not give you access to the studio so you will need to call DPS to open the studio door for you.

PRODUCTION SUITE USAGE AND RESERVATION PROCEDURE

The Production Suites consist of post-production edit bays, the recording studio, and the radio station. Students can reserve these production suites for four-hour blocks, with an eight-hour max during any 24-hour span. There are also computers with editing software available in the edit lab / newsroom (CCB 112); this space cannot be reserved, but students are allowed to use the space as long as they have ID card access and there is not a class meeting in the room.

List of Production Suites:

ROOM NAME	ROOM NUMBER	CAPABILITIES
Recording Studio	CCB105 & CCB106	ADR, FOLEY, Sound Effects, V.O., Apple Logic, Premier, Podcasts, Audio Mixing, Audio Editing
Radio Station	CCB107	Radio Broadcast on KWVSRadio.com
Edit Bay 2	CCB125	Mac Computer: Adobe Suite, Davinci Resolve basic color correction

Edit Bay 3	CCB126	Mac Computer: Adobe Suite, Davinci Resolve basic color correction
Edit Bay 5	CCB128	Mac Computer: Adobe Suite, Davinci Resolve Advanced Color Correction, Davinci Resolve Micro Panel Control Surface. Built for Color Correction

Production Suite Reservation Procedure:

1. Production Suite availability can be viewed and requested on 25Live
2. Once you have submitted a request through 25Live you will receive a confirmation email stating that your request has been approved.
3. If you will be utilizing these facilities during non-business hours (weekdays before 8AM or After 6PM / Weekends) you will need to call DPS to unlock the room.

ALL OTHER ON-CAMPUS LOCATIONS

The Pepperdine campus is your backlot. However, you need permission to shoot anywhere on campus. For every campus location, there is a person in charge of scheduling. You are required to get their signature on the “Pepperdine Location Agreement”.

Pepperdine is primarily a learning institution, and as a result, classroom spaces are first reserved for curricular activities. Students, though, may reserve spaces on campus for their productions, whether for filming, casting, production meetings, or even to serve as a temporary “green room,” as long as those locations are not in use for one of their primary purposes and has not been reserved by another group or individual.

RESERVATION PROCEDURES

1. Determine your desired location, days, and times (it is advisable to have a back-up location).
2. Complete the “Pepperdine Location Agreement”.
3. Bring the faculty-signed form to Sara Fernandez for signature along with a script of the project
4. Contact the university faculty or staff member responsible for overseeing the space you desire to use and have them sign the form.
5. Comply with the university faculty or staff member’s requests for what you need to do to complete the reservation.
6. If your desired location is a parking lot, campus road, sidewalk, etc. or if your project includes any material that would disrupt passerby such as loud dialogue or prop weapons you will need the signature of a Public Safety Representative.
 - a. Students should be prepared to discuss the nature of the activity being filmed and provide adequate reasoning why the specific location is being requested
 - b. Students will need to comply with all safety measures and protocols as stipulated by Public Safety.
 - c. If Public Safety determines an officer must be on-set during filming, students must make arrangements as determined by the Public Safety Representative.

7. Send the completed form to Sara Fernandez along with any other approval materials.

[On-Campus Location Agreement](#)

OFF CAMPUS LOCATIONS

With proper permission, students may be able to film in certain off-campus locations within a few parameters. Students are required to gain permission to shoot on any off-campus property. Permission can be gained in the following way:

- Signed location agreement with direct permission from the property owner **AND**
- Filming Permit

OFF CAMPUS PERMITS

A “filming permit” is a document generated by a governmental agency that gives you permission to film in that city or area. The permit is different from a Location Agreement, which is signed by a specific property owner giving you permission to use their property. Generally, you need both documents.

Pepperdine requires all student productions be “permitted”. Failure to obtain permits will be considered a violation of our policy. In locales that don’t require permits, proper documentation that notes this exemption is required.

Be aware that there are legal ramifications to getting caught filming without a permit. In Los Angeles, the LAPD can confiscate the filmmaker’s equipment and charge them with misdemeanor violations.

Los Angeles Film Permits - FILM LA, INC

A film permit issued by FILM LA, INC is required to legally film or tape within unincorporated Los Angeles County and / or the cities of Los Angeles, Diamond Bar, Culver City, Santa Monica and South Gate. ****Yes, you need a permit to film in your own living room or backyard.**

Students who contact Film LA are assigned a full-time Student Production Coordinator, whose main objective is the help students navigate the local film permitting process. In order to be eligible for a student permit, applicants must be enrolled in a film production class or production co-curricular and will need a “Student Certification Letter” signed and issued by a professor.

If you use Film LA, submit requests at least two weeks in advance for processing. Permit/certifications should be provided to the location representative at least one week in advance to ensure they do not require additional information. If you need help navigating Film LA, ask your professor or Production Operations.

Below is a link which explains the steps for students to obtain a permit through FilmLA:

PERMIT EXEMPTIONS

FILM LA, INC may exempt your project from the film permit requirement – if your crew does not exceed three people; if there are few cast or other participants and if there is no extensive use of props and equipment. This is on a case by case basis.

You must have the “exemption” document in your possession while on location and must present it for inspection when requested by the Permit Authority, its authorized representatives, or the public.

Filming in Other Areas

If your shoot location falls outside of the FILM LA, INC jurisdiction, you will have to determine which city or county government agency issues permits for that area. Almost every city, county, or state has a film permit office. Not all of them require students to get permits. If you shoot in a community that doesn't issue filming permits, request an email stating so.

There are a few locations students are not allowed to shoot at, and the Safety Manual details those specifically. In some cases, special permission can be granted to film in these locations as long as the proper safety measures are in place and the proper insurance riders have been processed.

Examples of locations that *might* be approved for filming but are generally not encouraged:

- In or under water
- Any location that requires special rigging for the crew or the cast

Examples of locations that are disallowed for filming of any Pepperdine project:

- Near, in, or on any helicopter, whether operational or non-operational
 - Near, in, or on any fixed wing aircraft, whether operational or non-operational
 - Near, in, or on any train or train tracks, whether operational or non-operational
 - Any location that requires car mounts or tow-shots for vehicles
- (“near” is defined as within 100 yards of the disallowed object)*

CITY OF MALIBU

Students filming within the city limits of Malibu are not required to obtain permits from the City of Malibu. However, there are State-owned and County properties within the city of Malibu that require permits which are issued by the California Film Commission and/or FilmLA. (See below for further details)

THE STATE OF CALIFORNIA PERMIT OFFICE

Located at:

California Film Commission

7080 Hollywood Blvd, Suite 900
Hollywood, CA, 90028
323-860-2960
<http://film.ca.gov/>

They do not charge any application or permit fees, however, you will be required to pay the wages of any State employees required on your set.

The State of California issues permits for all State-owned/operated facilities including the following:

- California State Parks
- Malibu Pier
- Adamson House
- Point Dume Headlands
- State Beaches (i.e. La Piedra Beach, El Pescador Beach, El Matador Beach)

PARKS

Permits for Los Angeles County Parks are handled by FilmLA, Inc.

Permits for California State Parks are handled by the California Film Commission.

Permits for National Parks:

Santa Monica Mountains National Recreation Area
Office of Special Park Uses
401 W. Hillcrest Dr.
Thousand Oaks, CA, 91360
805-370-2308

Angeles National Forest
626-574-1613

If you want to film in a park located in a city or area other than those listed above contact the permit office of the city in which the park is located.

BEACHES

Most beaches are handled by FilmLA, Inc. If anyone is in the water, or if you have a large-scale production they will require a Lifeguard be present. Here is a link which further details the LA County Beach permitting process. <https://beaches.lacounty.gov/film-photo-permit/>

State beaches are handled by the California Film Commission.

[Off-Campus Location Agreement](#)

DIVISION MATCHED FUNDS

Certain upper level SART courses are granted matched funds to be used toward course productions. Your Professor will let you know if your SART course production is eligible for matched funds and the amount that the division will match up to.

Process for obtaining matched funds:

- Each production must raise funds through an online funding service such as GoFundMe or IndieGogo.
- Proof of raised funds must be sent to Sara Fernandez via email. (i.e. Screenshot of funding page noting total amount raised)
- Matched funds can be used toward tangible costs such as:
 - Location Fees
 - Equipment rentals
 - Props
- The easiest and most efficient way to purchase these items is through Sara's corporate credit card. Simply send Sara an email with the items you need purchased and ensure she receives the receipts.
- It is advised to have matched fund items purchased outright on a Pepperdine credit card rather than going through the reimbursement process.
- For reimbursements, send Sara the itemized receipt with a full description of the purchase. Reimbursements must go through Pepperdine accounting and can take up to 1 month to process.