

## Studio 22 Contractual Agreement

Studio 22 is committed to supporting the Northwestern filmmaking community by offering practical production experience. In supporting students financially and otherwise to see high quality projects into fruition, Studio 22 and the School of Communication have certain expectations and requirements of which you should be aware. The purpose of this document is to inform you of the expectations and general concerns of Studio 22.

Section 1. Responsibilities for Producer(s) and Director(s)

Section 2. General Enforcement

Section 3. Signatures

### **Section 1. Responsibilities for Producer(s) and Director(s)**

The official constitution of Studio 22 lists the responsibilities of the Project Producer(s) and Director(s) as follows:

- Shall be responsible for all aspects of the project.
- Shall adhere to the script revision dates and timeline set forth by the Script Development Chair(s).
- Shall meet with the Script Development Chair(s) and/or the Executive Board when called upon to do so.
- Shall ensure no significant changes in theme/script without consultation of the Script Development Chair(s) and the Executive Board.
- Shall adhere to a max script page length of \_\_\_\_\_ pages.
- Shall act as a liaison between the Producer/Writer/Director team and the Executive Board, reporting all progress on their project.
- Shall designate a crew head to submit a Production Report for each shooting day to the Production Coordinator by noon of the following day.
- Shall ensure the project's completion within the 2010-2011 academic year and by the 2011 Premiere.
- Shall provide the following number and type of copies to the following people by the end of the 2010-2011 academic year:
  - 1 Digital (.mov) copy on data DVD to Studio 22 Exec
  - 3 DVD copies to Studio 22 for our Advisor and other SoC administrators
  - 1 Red shell master copy for Studio 22 Archives
- Shall strictly adhere to the official Studio 22 Shooting Schedule Policy in regards to scheduling and treatment of the cast and crew.
- Shall keep the Studio 22 Board honestly informed and up-to-date in regards to the state of the project and attend Studio 22 Board Meetings upon request.
- Shall work respectfully and responsibly with the Grant Liaisons
- Shall adhere to any and all necessary restrictions imposed by the Exec Board
- Shall adhere to all policies outlined below

### **I. Shooting Schedules**

In the interest of safety, the ethical treatment of cast and crew, and the state of the entire film, Studio 22 and the School of Communication impose the following regulations. These regulations are intended as a comprehensive, yet flexible means of dealing with issues such as turn-around time and crew communication.

### Set Hours Policy:

No cast and crew may work for more than 20 consecutive hours. Set hours are defined as the time extending from the earliest official call time to the official wrap time.

### Turn Around Time Policy:

All cast and crewmembers must receive a minimum turn around time of seven hours in between set hours. Additionally, the wrap time and the time at which all cast and crew have left set must not exceed one and a half hours.

### Academic Concerns:

Cast and crewmembers assume individual responsibility for classes missed and will take the necessary precautions and steps to keep the professor informed. Furthermore, on shoot days preceding a school day, shoots must have wrapped by 1:00 AM. As stated in the Turn Around Time Policy, all crew members must have left set 1.5 hours after official wrap, thus everyone should have left by 2:30 AM on shoot days preceding a school day.

### Scheduling Communication Policy:

Crew heads will take steps to inform ALL cast and crewmembers of the proposed general shooting schedule and locations no fewer than 2 days prior to shooting. While such things are subject to change at the last minute, steps should be taken to inform the entire crew of the tentative schedule in advance.

### Studio 22 Daily Production Report:

The Producer(s)/Director(s) team or their designee (i.e. UPM, 1<sup>st</sup> AD, etc.) must e-mail the Production Coordinator the Production Report which includes the daily call sheet, shot list, and shooting schedule, as well as the actual call and wrap times. The Production Report must be emailed by 12:00 PM the following day. These must be completed honestly.

### Shooting Schedule Enforcement:

If the Set Hour, Academic Concerns, or Turn Around Time policies are violated, we reserve the right to withdraw portions of our funding as follows: \$20/per hour plus 1% of the grant allotment for every hour of violation (all minutes round up to the half hour, i.e. 1:05 AM rounds to 1:30 AM). If the Scheduling Communication Policy or the Daily Production Report Policy is violated, enforcement will follow the General Enforcement guidelines that are outlined below.

## **II. Paying Cast and Crew and Eligibility for these Positions**

No student cast or crewmember may be reimbursed for his or her work on a Studio 22 film, however, other paid cast or crewmembers may be recruited. Additionally, students must fill all crew head roles.

## **III. Ownership and Studio 22**

All projects created with funds from Studio 22 are owned by the creative team (director/producer/writer) in a way determined by the creative team. Studio 22 must be credited exclusively during the opening credits sequence and at the end of the rolling credits.

Opening Credit "A Studio 22 Production"

Closing Credit "Studio 22 Productions"

Studio 22 will receive none of any received profits or revenue from said projects, but the name "Studio 22" must be attached to projects as they're presented at festivals and on any promotional materials/merchandise.

#### **IV. The 2-2 Plan**

All grant recipients must be present at three mandatory meetings with the Studio 22 exec board prior to the commencement of principal photography. The first is “Orientation” which is the Wednesday two weeks after the grant has been awarded. This is merely an informational session for the grant’s directors and producers.

The second meeting will be the Wednesday two weeks before the first production weekend. It will consist of a presentation by the grant recipients, followed by a discussion session with the exec board. The following will be required at this meeting:

- Production Plan\*
- Financial Plan, including a detailed, updated budget
- Risk Management Plan\*\*
- Updated calendar
- Shooting script (reflecting revision Script Chairs)

\* More info on what should be included in your Production Plan and Financial Plan can be found on the handout distributed at the first meeting and on Studio 22’s website.

\*\* *Policy on Risk Management Plan (RMP) Forms:*

The Production Coordinator must approve the RMP before the second meeting therefore it must be submitted to him or her no later than the Monday before the second meeting. The Production Coordinator will review these forms for thoroughness and accuracy. After approving the forms, the Production Coordinator will forward them to the Studio 22 advisor for further review, who will in turn forward the forms to the designated official in Northwestern’s office of Risk Management.

RMP forms are located on Studio 22’s website under the “Producers” section:  
(<http://www.studio22nu.com/producers>)

The third meeting will be approximately two weeks after production has finished. It will again consist of a presentation by the grant recipients, followed by a discussion session with the exec board. The following will be required at this meeting.

- Production Report
- Financial Status Report
- Reimbursement Plan
- Post Production Plan

#### **V. Limitation of Funds**

The grant recipient has one calendar year from the day the grant was received, May 20<sup>th</sup> 2010, to spend their grant. Any remaining amount on May 20<sup>th</sup>, 2011 will transfer out of the grant recipient’s account and into Studio 22’s possession. While the Financial Director holds responsibility for updating and reminding the grant recipient of their current account status, it is also the producer’s responsibility to maintain accurate financial records.

#### **VI. Business Document Alteration**

Under no circumstance is it permissible to alter financial, contractual, or any other sort of business document. Studio 22 or Northwestern University will not accept altered documents.

## **VII. Grant Liaisons**

Each grant will be assigned 2-3 Grant Liaisons (members of the Executive Board) after Crew Heads for each grant have been assigned. It is the Grant Liaisons' responsibility to attend the majority of all grant meetings, to communicate information about procedures, deadlines, etc. and to be available to assist the grant recipients in any reasonable way. Failure for the Grant Liaisons to fulfill their duties should be brought to the attention of the Studio 22 Executive Board. Failure for the grant recipients to comply with the Grant Liaisons is subject to enforcement (see Section 2).

### **Section 2. General Enforcement:**

If any one of these items is not accounted for during the second meeting, there will be a fine worth 2% of your total grant allotment. From that point on, there will be a recurring daily fine of \$10 until each component outlined above has been accounted for.

Repeated failure to meet these policies, abuse of cast and crew in any way, or dishonesty in reports submitted to the Production Coordinator could result in any one or combination of the following:

- 1) Reduction in grant allotment
- 2) Loss of post-production privileges at Louis and Fisk
- 3) Withdrawal from the Studio 22 Premiere
- 4) Loss of entire grant allotment and Studio 22 name
- 5) Shut down of production
- 6) Restriction from participation in any and all Studio 22 activities  
(i.e. film sets, premiere, etc.)
- 7) Any combination of the above

### **Appeal Process**

If enforcement of violated policies is felt to be excessive or unreasonable due to circumstances beyond the grant recipients' control, the Director/Producer team can appeal to the Executive Co-chairs and set up a meeting with any/all of the Executive Board, at which point the Executive Board will decide what further action to take.

### **Exec Board Responsibility**

Be aware that if any member of the Executive Board hears of or sees any infraction of Studio 22 policies, they have the responsibility of reporting this to the Executive Co-chairs, at risk of losing their position on the board.

Because Studio 22 is committed to providing safe, educational, and rewarding film/video/multi-media production experience, the Executive Board expects that all our policies will be followed. It is our hope to make you, the Producer(s) and Director(s), more informed of our concerns and expectations, in order for your entire production experience to run more smoothly. If there is any part of this document that is unclear, please do not hesitate to ask the Executive Co-Presidents.

**Section 3. Signatures**

**We, the Producer(s) and Director(s) have read, fully understand, and agree to the policies and expectations of Studio 22 Productions.**

Director: \_\_\_\_\_ Date: \_\_\_\_\_

Producer: \_\_\_\_\_ Date: \_\_\_\_\_

Producer: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Production Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Co-President: \_\_\_\_\_ Date: \_\_\_\_\_

Co-President: \_\_\_\_\_ Date: \_\_\_\_\_