UW THFM OFF-CAMPUS LOCATION FILMING CHECKLIST *updated Feb 2024*
FOR ALL OFF-CAMPUS FILMING LOCATIONS

Please review this checklist which includes a lot of information about what the City of Winnipeg, the University of Winnipeg and the THFM department require for filming permissions, for all levels of classwork.

SEVERAL WEEKS BEFORE FILMING:

Before the Insurance process begins (more than 2 weeks before filming):

1. Ask permission of the owner explaining your plans clearly and in detail.
2. Have the owner sign a Location Release Form (2 copies); one for them and one for you to retain.
3. Ask the owner if insurance is required, and if so, the amount; the University max is $2 million.
4. If the owner does not require you to provide insurance, then confirm with the owner that they have their own insurance *(the UW may require a copy from the owner)*
5. **Secure any permits required for public spaces including streets, sidewalks, parks, public buildings, etc (in consultation with your instructor). Further information:**
   - **City of Winnipeg Film Office:**
     https://legacy.winnipeg.ca/filmandspecialevents/FilmOffice/default.stm
       - For students who are sent out into the world to film something on campus during class, they can film on campus-adjacent sidewalks so long as they are courteous to pedestrians and <u>WEAR A HIGH VIZ VEST</u>. The city does not require any sort of permit for sidewalks by the campus. This applies to Intro Film groups as well as more senior class projects.

6. **CITY OF WINNIPEG FILM OFFICE REGULATIONS FOR ALL FILM PROJECTS on public or private property:**
   - Any filming, on private or public property, should be registered with the City of Winnipeg (website above), particularly if any filming is going to happen outdoors – <u>even on private property</u>.
   - The form asks for "accounting information"; students can just put their own name and contact information.
   - If there is outdoor filming, the City film office can guide the students to create a "papering letter". This is a letter that would be distributed to, for example, their neighbours if they were filming on their mum's front lawn, informing neighbours that filming is happening, so they won't freak out and call the police.
   - If students are filming on the sidewalk in a residential neighbourhood, there is NO FEE, but <u>they need to register and get a permit</u> <mark>3-4 DAYS IN ADVANCE</mark>. In this case, they **would be required to paper the neighbourhood.**
   - There is no expectation by the City that students have 3rd party liability insurance if they're filming on the sidewalk in front of their family's house.
   - If students are filming in a park, they must work with the City film office to get a park permit. Because their project is "not for profit" it is FREE.
   - If students (or we) have questions, the City film office is happy to receive our calls and provide answers.

See second page ….

BY TWO WEEKS BEFORE FILMING FOR EACH LOCATION REQUIRING INSURANCE:

Before contacting Risk Management and Insurance, please collect the following information (multiple locations on one form will <u>not</u> be accepted):

1. Complete a Location Release Form for privately-owned locations:
   - Address of filming location(s)
   - Name (owner) and contact information for location
   - Dates of attendance at location
2. *If the owner has their own application process:* A copy of that completed and approved application for location
3. *If public/city property is used:* A copy of completed and approved Production Registration and permit from City of Winnipeg (if applicable; read notes above, and consult with instructor)
4. What **proof of insurance** will the property owner(s)/City of Winnipeg require of you?
5. What **amount of insurance** will the property owner(s)/City of Winnipeg require of you?
6. Rental contract for rented/loaned equipment (from a source other than UW)
7. Please note: rented/loaned equipment (from a source other than UW) IS NOT COVERED BY UW INSURANCE; you should consider purchasing your own insurance to cover this equipment.
8. Please note: Personal equipment owned by students/faculty and staff IS NOT COVERED BY UW INSURANCE; ensure you have appropriate coverage on your own policy (homeowner/tenant)
9. Ensure your actors and production team(s) have signed the appropriate consent/waiver or release documents
10. Complete the application form "UW Off-Campus Insurance for Student Filming" FOR EACH LOCATION

BY LAST WORKING DAY BEFORE FILMING:

Confirm UW insurance is in place if required

DAY OF FILMING:

Before beginning your filming

1. Take time- and date-stamped photographs of all areas being accessed; file and retain for recommended 2 yrs
   - If you see damage, photograph it
2. Ensure the area is safe to work in
3. Visibly mark the area (with signs or tape) to advise of equipment and people moving around

During your filming

1. Keep areas clear of items that could cause a trip/slip and fall type accident
2. Photograph any damage you may have caused
3. Be considerate, neat, efficient and grateful during the filming; thank your host(s) for allowing you to use their property – this speaks to the program's reputation

After your filming

1. Clean and restore all areas you have used to their original state or better than prior to your attendance
2. Do not leave any loose items around that may cause damage or injury to others
3. Photograph the entire area prior to leaving (time- and date-stamped; file and retain for recommended 2 yrs)

*IMPORTANT NOTE ABOUT INSURANCE: Your insurance expires at the time and date indicated on the policy; if you stay over the timeline indicated on your contract and the Certificate of Insurance, no coverage will be in place. If a last-minute, unexpected change is required you must send the change of dates/location to the Risk Management department via email to rms@uwinnipeg.ca **prior to** filming on the altered date or location.*