

CLOSED SET POLICIES AND PROCEDURES

We want to remind everyone of our policies and procedures regarding closed sets with nudity, simulated sex, and other intimate/hyper-sensitive content.

Closed Set Preparation:

- CLOSED SET will be marked on the callsheet
- CLOSED SET will memo sent with callsheet

Closed Set Procedure on-the-day:

- Remind Crew which scenes are “closed set” and review emailed protocols during the safety meeting at the top of the day
- All active monitors will be flagged by the grip department (including 1st AC’s monitors) so they are not visible to anyone other than the designated crew. Limit number of monitors.
- Q-Take, streaming, iPads are all down unless otherwise requested/specified
- If you see an active, un-tented monitor, please inform the AD’s or the Intimacy Coordinator.
- BTS not automatically permitted, must be with special request and be deemed necessary
- Use of smartphones and cameras around closed sets are not permitted.
- 1st AD calls for nudity when the shot begins or ends with nudity
 - START: “picture’s up”, “sound speeds”, “marker,” “pulling robes”, “action”
 - END: “cut”, “covering up”, “covered”
 - No one can enter the room (except on-set costumer/Intimacy Coordinator) Until “Cover/Clear” is called. ***Unless otherwise specified by actors***
- After “Cut” cameras should tilt/go out of focus to give actors privacy to reset physically/mentally/emotionally.

Permitted On Set	Permitted At Video Village	Permitted Q-Take Access
Director Camera Operators Necessary Grips Focus Pullers (or where pullers are, they have private monitors) On set costumer (as needed and as close to set as possible) Boom Operator Intimacy Coordinator If Applicable: Stunt Coordinator Dance Choreographer Dolly Grip Other Specialty Additional Labor	Director Director of Photography Gaffer & Key Grip DIT Script Supervisor Executive Producer Additional Producer(s) as needed 1st Assistant Director Video Assist Sound Mixer Intimacy Coordinator <u>If Applicable:</u> Writer VFX Stunt Coordinator Dance Choreographer Other Specialty Additional Labor	1 Representative or Department Head from: <ul style="list-style-type: none"> ● Hair ● Make-Up ● Wardrobe ● Props ● Set Dec ● Etc. *** with informed consent from actors Any additional people require permission from actors and ICat minimum per scene needs

**** If you are not listed above, you are not permitted to view monitors during closed set scenes.**

Every situation is different, every set is different. The main tenants we follow are transparency, consent, and communication. If something changes, please check in with the 1st AD and/or intimacy coordinator.

We are committed to providing a safe, private environment during these scenes and appreciate your continued cooperation and understanding.