

UNCW Film Studies Department Honors Project Equipment Policy

Honors films may only use UNCW equipment with the approval of the Production Committee and the Equipment Manager.

Honors projects must follow the same rules and standards of equipment care as all Film Studies Department student projects.

Equipment available to Honor's films is at the Production Faculty Committee's discretion and is subject to change without prior notice.

Honors film or video projects may only use UNCW equipment during the following months: January, February, June, July, August, and December.

Students planning to shoot between December and February must submit an Honors Equipment Request application by November 1st.

Students planning to shoot between June and August must submit an Honors Equipment Request application by May 1st.

Responses to applications will be delivered as follows:

- Applications submitted for November 1st deadline will be answered by Nov. 15th.
- Applications submitted for May 1st deadline will be answered by May 15th.
- Projects that are not approved may resubmit application with modifications requested by the committee at the next deadline.

Application Requirements:

- Major equipment needs (camera, lighting, dolly, sound, Kenan studio)
(note: Kenan Studio requests must also submit a Kenan Studio application; 16mm requests must submit a 16mm application)
- Project cover sheet with log line and synopsis
- Narrative Projects: Completed script (15 page maximum).
- Documentary, Experimental, or Animation Projects: Proposal and treatment.
- Budget
- Crew list including all following applicable positions: Producer, Director, 1st AD, Cinematographer, Camera Operator, 1st Assistant Camera, Gaffer, Best Boy Electric, Key Grip, Best Boy Grip, and Sound Mixer.
- List of all special needs scenes (stunts, water, air, car, etc)
- List of all locations (scripted and actual)
- 2 quotes for production insurance.
 - *Insurance requirements are at the discretion of the Production Faculty Committee.*

Application forms may be downloaded from the FST website:
<http://www.uncw.edu/filmstudies/current-students/student-productions.html>