



USC

CTPR 385: Colloquium on Motion Picture Production
SPRING 2023: Session 001 | CTPR-385 | Section 18513
WEDNESDAY 10:00 – 12:50p.m. RZC Stage E

Instructor: Kim Ray krray@usc.edu

Office Hours: By appointment. In Person or Online.

Teaching Assistant: Emily Tutnick tutnick@usc.edu

Course Description

From idea to script, to shooting and editing, you will learn the fundamental components of motion picture production while collaborating with classmates on short form digital video projects.

The class will take a hands-on approach and introduce you to both the creative side (script analysis, working with actors, visualization, etc.) and the basic technical side (camera, lights, editing, etc.) of the filmmaking process.

No experience necessary. This course is ideal for students seeking an introduction to all aspects of film production, and for students who have some experience but are seeking to continue expanding their knowledge and experience.

Learning Objectives and Outcomes

Beginning with a well-written scene, we will uncover:

- Character. Emotional story beats. Beats that the actors and director develop.
- Body language, shot selection and blocking of action that is as powerful as dialogue.
- Cinematic elements (lighting, visual design, picture editing and sound design) that grow out of these elements and magnify their effect a thousand-fold.

Through class exercises, analysis of films and completion of your own projects you will begin to understand how the many layers of cinematic storytelling - technical, aesthetic, and emotional- work together to reach an audience. Students will also become familiar with the business side of filmmaking through class assignments, lecture, and discussion.

Co-Requisite(s): Mandatory Safety Seminar required at the beginning of the semester.

Recommended Preparation: Reading of screenplays, both produced and un-produced, viewing of movies and television shows.

Required Readings and Supplementary Materials

As needed. Suggested: Save The Cat by Blake Snyder

Description and Assessment of Assignments

Each student must participate in ten main projects/assignments:

1. SCENE ANALYSIS ASSIGNMENT
2. CAMERA EXERCISE: CHANGE
3. CAMERA EXERCISE: MOVEMENT
4. CAMERA LIGHTING EXERCISE: 3-POINT LIGHTING
5. PREVISUALIZATION ASSIGNMENT
6. EDITING EXERCISE
7. COVERAGE PROJECT
2-3 page scene maximum, (2-3 minutes) from an existing FILM SCREENPLAY. NOT TV.
2 actors MAXIMUM (negotiable) 1 location.
Each student will act as PRODUCER, DIRECTOR, AND EDITOR.
YOU CANNOT ACT IN YOUR SCENE. If you do, you will receive a ZERO for the coverage project.
8. THE PITCH
Each student will pitch a script idea for their final project to the class.
9. FINAL PROJECT SCRIPT
Each student will write one drafts of a short script, not more than 5 pages in length, to be pitched to the class and voted on to produce for the final group project. DIALOGUE IS ALLOWED.
See parameters for final project to be followed for final project script.
Includes Prewriting Assignment.
10. FINAL PROJECT
Students will shoot their final project script.
To be produced with limited budget, no more than three actors (negotiable) and a limited number of locations.
YOU CANNOT ACT IN YOUR SCENE. If you do, you will receive a ZERO for the project.

VIDEO PROJECT REQUIREMENTS:

All projects will be shot on digital video and edited in the editing program of their choice.

Include a mandatory and readable USC credit at the end of your other credits: "Student Produced at the University of Southern California (year)"

Project must be brought to class as a Quicktime file on a portable hard drive or flash drive AND uploaded to Youtube or Vimeo, password protected, as a backup.

Grading Breakdown

Your grade for 385 will be based on your personal growth as a filmmaker, your willingness to explore themes and techniques, your mastery of craft and your development in relation to your classmates. It will be measured with a variety of assignments (see following assignment page). You will be graded A through F (including pluses and minuses) upon completion of the course. Grades of "Incomplete" are given for medical emergencies only. Medical emergencies are narrowly interpreted.

385 Grading Breakdown - Attendance and promptness mandatory

15%	Class participation (discussions, feedback, attendance, etc.)
5%	Scene Analysis Assignment
5%	Camera Exercise: Change
5%	Camera Exercise: Movement
5%	Camera Exercise: Lighting
	Coverage Project is divided between Previs and Film for a total of 15% of your grade:
5%	Previsualization Assignment for Coverage Project
10%	Coverage Project
5%	Prewriting Assignments: Freewrite/Outline or Beatsheet/Treatment
10%	Final Project script (first draft)
5%	The Final Project Pitch
	Final Project is divided up for a total of 20% of your grade:
15%	Final Project (based on your work in your crew position) Planning & preparation tools Producers: Production Book – assembled and a copy turned in on Finals Day.
5%	Final Movie (Includes Personal Reflections on collaboration experience (Everyone)
10%	Final (Attendance Mandatory. Just showing up gives you the full 10%. Not showing up = 0%.)

Grading Scale

Course final grades will be determined using the following scale

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

Assignment Rubrics

For Coverage and Group Projects: Delivered films will be assessed on the following components, on a scale of 1-5, 1 being poor and 5 being excellent:

1. Story (clarity)
2. Performances
3. Composition/Shot Selection
4. Lighting
5. Editing
6. Sound (including post)

Written assignments (except creative workouts) will be based on the same scale, except on the following components:

1. Clarity (including grammar)
2. Point-of-View (Exploration of arguments/opinions)
3. Adherence to guidelines

Assignment Submission Policy

Assignments will be due as specified by the Instructor. All assignments will be uploaded by the date and time due to Google Classroom, and all video projects will be submitted by class time on Google Classroom, a shared Google Drive folder, and with an online link in reserve.

Grading Timeline

The instructor will return assignments with grades and feedback by the following class after it was due.

Additional Policies

MID-SEMESTER CONFERENCES:

Your instructor may request a mid-semester conference. At your request, your instructor will definitely allow time for mid-semester conferences to discuss your work and your progress. Your instructor may also request a mid-semester conference if he feels it is necessary. If at any time you wish to discuss your work, your progress, or anything else, please contact your instructor to set up an appointment. My office hours will be done by appointment primarily on Thursdays, by phone or Skype.

Production Numbers:

Production Numbers will be given to any class who normally receives numbers. Students will be instructed when it is possible for them to go onto SCAcommunity and create numbers where authorized for their class. Class SAs will aid students in making, or correcting, production numbers if needed. Note many classes work in teams where they share a production number. Ask your SA about the needs for your particular class.

Students may still make requests for location insurance verifications (or COIs) when requested by locations. Students are reminded that these requests can take 3-10 days from request to final approval.

All necessary forms and online request forms are available on SCAcommunity under the "Student Productions" heading. Contact your SA with any questions that you may have.

In terms of shooting plans, student are required to vet their plans with their faculty including discussing any Hazardous Shooting Conditions as defined by the SCA's Safety Book as posted on SCAcommunity. This semester students will also be required to vet their plans for remaining Covid-safe with our Covid Safety Monitor. Ask your SA if you are unclear about these protocols.

DATE	IN CLASS	DELIVERABLES	ASSIGNMENTS
<p>WEEK 1 1/11/23</p>	<p>INTRODUCTION</p> <p>Introductions, Syllabus, Review Story of Self</p> <p>WHAT IS PRODUCING? Creative vs. Line Producing</p> <p>LECTURE: IDEA TO STORY</p> <ul style="list-style-type: none"> - What is story? Where does it come from? Architecture of a Movie - Who, not what. - Why, what, where, how. - Character, Objective, Backstory, Obstacles Stakes - Conflict – Change <p>VISUAL LANGUAGE</p> <ul style="list-style-type: none"> - Shot selection, Composition, Camera Movement <p>WATCH: Caroline</p>		<p>SCENE ANALYSIS ASSIGNMENT: Choose a short scene (no more than 3 minutes) from a favorite movie and identify the shots used to make up this scene. Use a screen-capture program such as VLC to capture the shots in the scene from the movie. Upload to Google Drive Folder by SUN 6PM.</p>
<p>WEEK 2 1/18/23</p>	<p>PRODUCTION NUMBERS/CHOOSE CAMERA GROUPS</p> <p>REVIEW: Scene Analysis Assignment</p> <p>LECTURE: VISUAL PLAN</p> <ul style="list-style-type: none"> - Storyboards - Overheads - Shotlists <p>DISCUSS: COVERAGE PROJECT</p> <p>WATCH: Brought to You By Satan</p>	<p>SCENE ANALYSIS ASSIGNMENT</p>	<ul style="list-style-type: none"> - WATCH: Canon XA-20 Tutorial Lynda (:30) - Start thinking about what scene you want to do for your coverage project. - Meet at SCA for camera checkout.
<p>WEEK 3 1/25/23</p>	<p>CAMERA CHECK-OUT Meet at Equipment Center. Meet back at soundstage.</p> <p>CAMERA INTRO WORKSHOP</p> <p>Camera demo/Learn about how to use cameras. Go through settings.</p> <p>CAMERA EXERCISE: CHANGE (1 minute)</p>	<p>MEET AT SCA FOR CAMERA CHECKOUT</p>	<p>BRING CAMERAS, SUPPORT GEAR, CARDS TO CLASS</p>
<p>WEEK 4 2/1/23</p>	<p>WATCH: Cosmic Rift</p> <p>REVIEW: BEFORE SHOOTING (Settings)</p> <p>LECTURE: COVERAGE/BLOCKING (Composition/Movement)</p>	<p>BRING CAMERAS, SUPPORT GEAR, SD CARDS</p>	<p>BRING CAMERAS, SUPPORT GEAR, CARDS TO CLASS</p>

	CAMERA EXERCISE: Coverage (script provided)		
WEEK 5 2/8/23	<p>WATCH: A Reasonable Request</p> <p>LECTURE: LIGHTING AND PRODUCTION SOUND</p> <p>Terms, Properties of light, 3-point lighting. Lighting Demo/Exercise Blocking Exercise</p> <p>SOUND DEMO (SA CHECK OUT SOUND GEAR FOR EACH GROUP)</p> <p>LIGHTING EXERCISE (Photo provided)</p> <p>DISCUSS: LIGHTING PROJECT EXERCISE</p>	BRING CAMERAS, SUPPORT GEAR, SD CARDS	<p>- WATCH: AVID Editing Lynda 1-7 (watch more if you'd like): https://www.linkedin.com/learning/media-composer-2020-essential-training-101-fundamentals-1/welcome?u=76870426</p> <p>- Bring raw footage of all 3 exercises to Avid labs.</p>
WEEK 6 2/15/23	<p>MEET IN AVID LAB: EDITING/AVID TUTORIAL 1</p> <p>LECTURE: POST-PRODUCTION</p> <p>- Workflow - Working with picture editors and sound editors - Assemblies, rough cuts, fine cuts, picture lock, sound design and dialogue editing Music/composers - Color correction/DI Finishing/Final - Delivery/Deliverables</p> <p>LECTURE: CINEMATIC TIME & SPACE</p> <p>- Continuity - 180 Degree Rule 30 Degree Rule</p> <p>EDITING</p> <p>Accessing AVID Knowledgebase Starting a Project, Ingestion, importing footage. Basic Editing Tools/Techniques</p> <p>BEGIN EDITING SCENE FROM PROVIDED FOOTAGE INDIVIDUALLY</p>	RAW FOOTAGE FROM 3 CAMERA EXERCISES	DECIDE ON YOUR SCENE FOR YOUR COVERAGE PROJECT. Upload to Google Classroom by Sunday 6pm.
WEEK 7 2/22/23	<p>MEET IN AVID LAB: EDITING/AVID TUTORIAL 2</p> <p>WATCH: CLIP, Video</p> <p>REVIEW: SOUND DESIGN AND EDITING</p> <p>INTRO: SOUND LIBRARY</p>	SCRIPT PAGES FOR COVERAGE PROJECT SCENE	<p>- EXPORT EDITING PROJECTS. 1: Bring final export to class on thumb or hard drive 2: Upload an online, password-protected link (youtube or vimeo) to google classroom by Sunday 9pm.</p> <p>- COVERAGE PROJECT PREVIS. Upload to Google Classroom by Sunday 6pm.</p>

	FINISH EDITING IN CLASS. VIEW AT END OF CLASS IF TIME		
WEEK 8 3/1/23	LECTURE: RUNNING THE SET Protocol WATCH: Clip from Living in Oblivion LECTURE: Review: WORKING WITH ACTORS Objectives - Beat Breakdowns (go over sample scene) - Demo a rehearsal (use second sample scene)		SHOOT AND EDIT COVERAGE PROJECT. DUE: 3/22 Week 10
WEEK 9 3/8/23	LECTURE: SCREENPLAY AND STORY STRUCTURE (Chp. 2) Development/Treatment/Outline Format Screenplay language and style Rewriting Go over examples MID TERM: Faculty Evals		PREWRITING: TREATMENT OR BEAT SHEET. Upload to Google Classroom by Sunday 3/20 at Noon.
3/13-3/20	SPRING BREAK		
WEEK 10 3/22/23	SCREEN: COVERAGE PROJECTS GROUP 1	COVERAGE PROJECT TREATMENT OR BEATSHEET	WRITE FIRST DRAFT OF GROUP PROJECT SCRIPTS. Upload to Google Drive Folder by Sun NOON.
WEEK 11 3/29/23	SCREEN: COVERAGE PROJECTS GROUP 2 LECTURE: SCRIPT FIRST DRAFT - Common Mistakes THE PITCH Logline vs. Elevator Pitch When you're in the room, approach, what to focus on Presence, enthusiasm, passion, personality Practice	SCRIPT: FIRST DRAFT	PREPARE PITCH FOR GROUP PROJECT SCRIPT
WEEK 12 4/5/23	THE PITCH VOTE ON FINAL SCRIPTS; CREW INTERVIEWS/SELECT CREW LECTURE: AUDITIONS	PITCH: FINAL GROUP PROJECT SCRIPTS	- HOLD CASTING SESSION. AUDITION AT LEAST 3 PEOPLE for each role. RECORD the auditions and BRING IN TOP 2 FOR EACH ROLE to view in class.

	<p>- Actors Access, L.A. Casting, etc. - Breakdowns Sides</p> <p>RUN MOCK AUDITION</p>		<p>- WRITER/PRODUCERS: Submit final shooting scripts. Upload to classroom by Friday at noon.</p> <p>- EDITORS must help cut these down and EXPORT AND BRING TO CLASS ON A FLASH OR HARD DRIVE. ALSO UPLOAD FILE TO VIMEO OR YOUTUBE (PASSWORD PROTECTED).</p>
<p>WEEK 13 4/12/23</p>	<p>PRODUCTION PREP IN GROUPS: Covid Protocols Tech scout of final locations Production Design Wardrobe/Props Final Budgets Call Sheets Production Book Lighting Review Blocking review</p> <p>WATCH: CASTING TAPES</p> <p>PRODUCTION MEETINGS</p>	<p>CASTING TAPES</p> <p>SHOOTING SCRIPTS</p>	<p>- SHOOT FINAL GROUP PROJECT</p> <p>- PREPARE DAILIES (OR ASSEMBLY OR CUT) AND BRING TO CLASS</p>
<p>WEEK 14 4/19/23</p>	<p>WATCH: DAILIES/ASSEMBLIES/CUTS</p> <p>LECTURE: AFTER THE FILM IS COMPLETED</p> <p>Film Festivals and Markets Distribution Sales Agents Exhibition (theatrical,VOD,online, etc.)</p>	<p>DAILES OR ASSEMBLY/CUT</p>	<p>PREPARE CUTS</p>
<p>WEEK 15 4/26/23</p>	<p>CAMERA RETURNS</p> <p>WATCH AND DISCUSS CUTS</p> <p>GUEST: TBA</p>	<p>CUTS</p>	<p>- EDITORS/SOUND DESIGN complete picture edit and sound design.</p> <p>- PRODUCERS AND EDITORS EXPORT AND BRING TO CLASS ON A FLASH OR HARD DRIVE. ALSO UPLOAD FILE TO VIMEO OR YOUTUBE (PASSWORD PROTECTED).</p>
<p>STUDY DAYS: 4/30 – 5/2</p>	<p>NO CLASS</p>		<p>Continue working on/finish movie.</p> <p>PRODUCERS finalize production book.</p>
<p>FINAL SCREENING DAY THURSDAY 5/3 10a-12pm</p>	<p>SHOW UP! Just attending is 10% of your grade. BE ON TIME!</p>	<p>FINAL MOVIE</p> <p>PRODUCERS: BRING PRODUCTION BOOKS</p>	

When additional COVID guidance is released from USC Student Health, this document will be updated as necessary.

SCA GUIDE TO COVID NOTIFICATIONS

Spring 2023

Updated 1/4/23

This guide covers the three different kinds of COVID notifications you might receive: LOW RISK, CLOSE CONTACT, and TESTING POSITIVE:

LOW RISK NOTIFICATION:

If you get a Low Risk Notification email from the USC Health Center, the University is notifying you as a routine precaution in accordance with California law. (This is the most common notification you will receive; there is no cause for alarm.)

Here's what this means:

LOW RISK CONTACT means that you were at the same location at the same time as a person who tested positive for COVID, but there is no confirmed close contact with the positive individual.

- This email notification **DOES NOT mean that you have had a COVID exposure.**
- If you do not have any COVID-related symptoms, you do not need to isolate/quarantine and you may come to campus, attend class, and work on set.
- If you develop COVID-related symptoms, you should **not come to campus** and should immediately get a lab-based PCR test.

Regardless of test results, you cannot come back to campus until your symptoms are gone.

“CLOSE CONTACT” NOTIFICATION:

If you’ve been in Close Contact with a person who has tested positive for COVID, you will receive a notification from USC Student Health through a secure message in the MySHR portal, a phone call, or an email. *This is not the same as a Low Risk Notification.*

CLOSE CONTACT means you were within 6 feet of someone for a cumulative 15 minutes or more within 24 hours.

Fully Vaccinated Individuals (initial course plus booster):

- If you are fully vaccinated and receive a notification from USC Student Health that you have been in close contact with a person who has tested positive, you do not need to isolate/quarantine *unless you have COVID-related symptoms*. You may come to campus, attend class, and work on set.
- You should get a lab-based PCR test 3-5 days after your last exposure, even if you don’t have symptoms.

Unvaccinated (approved exempt) Individuals:

- If you are not fully vaccinated and receive a notification from USC Student Health that you have been in close contact with someone who has tested positive, **YOU MUST ISOLATE/QUARANTINE EVEN IF YOU DO NOT HAVE SYMPTOMS.**
- You must immediately get a PCR test, even if you don’t have symptoms. If the test result is negative, you should get tested again 5-7 days after your last exposure.

- If you develop COVID-related symptoms, *you should not come to campus* and should immediately get a lab-based PCR test.

IF YOU RECEIVE A POSITIVE PCR TEST (YOU “TEST POSITIVE”):

If you receive a positive PCR result from **campus testing**, the Health Center will contact you with further information. If you receive a positive PCR test from an **outside testing center**, you must immediately contact the USC COVID Hotline at 213-740 - 6291 or covid19@usc.edu to alert them of the positive result.

- If you test positive, you must isolate for a minimum of 5 days, **whether or not you have symptoms**. Contact tracing will be done by the University.
- Once the isolation period is over and *if you no longer have symptoms*, you must take an antigen COVID test AND receive a **negative test result** before you can return to campus, class, and set.

Regarding classroom procedures:

Students

- You must alert your faculty and SAs that you will be absent from class.
- Your SA will coordinate with you how to Zoom into class.
- Class will be recorded when possible.
- Have a Zoom meeting with your instructor to determine what you have missed and how to make it up.

- There will be no penalty for absences under these circumstances.

Faculty

- You must alert your Track Head, SA, and students that you will be absent from class.
- The class should still meet in person with your SA, and you will participate by Zoom if possible.

When additional COVID guidance is released from USC Student Health, this document will be updated as necessary.

Statement on Academic Conduct and Support Systems

Academic Conduct:

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, “Behavior Violating University Standards” policy.usc.edu/scampus-part-b. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, policy.usc.edu/scientific-misconduct.

Safety:

All students are expected to abide by USC School of Cinematic Arts Safety Guidelines. Violations of any of the safety guidelines may result in disciplinary action ranging from confiscation of footage to expulsion from the University.

Stressful Times:

These are stressful times in our country, and Graduate School in and of itself is stressful. I encourage you to take care of yourself and your fellow students. USC provides opportunities for Mindful Meditation <http://mindful.usc.edu> and Mental health counseling is available at the Engemann Student Health Center, 1031 W. 34th Street, 213-740-9355.

Support Systems:

Counseling and Mental Health - (213) 740-9355 – 24/7 on call
studenthealth.usc.edu/counseling

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

Student Health Leave Coordinator – 213-821-4710

Located in the USC Support and Advocacy office, the Health Leave Coordinator processes requests for health leaves of absence and advocates for students taking such leaves when needed.
<https://policy.usc.edu/student-health-leave-absence/>

National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call
suicidepreventionlifeline.org

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention and Services (RSVP) - (213) 740-9355(WELL), press “0” after hours – 24/7 on call
studenthealth.usc.edu/sexual-assault

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED)- (213) 740-5086 | Title IX – (213) 821-8298
equity.usc.edu, titleix.usc.edu

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following *protected characteristics*: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations. The university also prohibits sexual assault, non-consensual sexual contact, sexual misconduct, intimate partner violence, stalking, malicious dissuasion, retaliation, and violation of interim measures.

Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298
usc-advocate.symplicity.com/care_report

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

The Office of Disability Services and Programs - (213) 740-0776
dsp.usc.edu

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

USC Campus Support & Intervention - (213) 821-4710
campussupport.usc.edu

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity at USC - (213) 740-2101
diversity.usc.edu

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call
dps.usc.edu, emergency.usc.edu

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-1200 – 24/7 on call
dps.usc.edu

Non-emergency assistance or information.

Office of the Ombuds - (213) 821-9556 (UPC) / (323-442-0382 (HSC)
ombuds.usc.edu

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

Covid Protocols for SCA Productions Spring 2023

Vaccination Requirements

Revision1

updated 1-6-23

NEW: There is no vaccine or booster requirement for cast or outside crew. All USC students are either compliant or have received an official exemption for medical or religious reasons. Therefore, for now, student producers and SAs will not be required to verify vaccine status.

Covid Testing Requirements

There is currently no testing requirement for USC Students that is not related to illness or exposure (see “Testing Positive” and “Exposure”).

However, USC students working *on set* are subject to the same testing requirements as everyone else outside of USC.

PCR Testing:

- **For people who have *not* had Covid, a lab-based PCR test is required to be taken within 72 hours prior to arrival on set.** For a Saturday shoot, we recommend that you test early Wednesday to get timely results. A negative test result must be presented to the production prior to the start of shooting.
- If you have had Covid within the last three months, you will be EXEMPT from PCR testing for 90 days after your positive test.
- If a PCR test cannot be performed because of a prior Covid infection in the last 90 days

NEW: This semester, everyone on set is required have **both** a negative PCR test (if eligible, see below) **AND** a negative Antigen test (see below).

days (or if a PCR test result won't come back in time) then an Antigen test only is acceptable (see “Antigen Testing”):

Antigen Testing:

- *Everyone* is required to show proof of a negative Antigen test the day *before* and *each* production day (e.g. Friday, Saturday, and Sunday for a weekend shoot)
- The student/actor/crew member takes an Antigen test on Friday and again on Saturday and Sunday morning assuming a Saturday/Sunday shoot. (so the day before - and the morning of - each production day)
- The student/actor/crew member must attest to eligibility, results, and proper testing procedures on the Covid Safety Agreement for SCA Production (in SCA Community) **Please Note: Any line, no matter how faint, is a positive test, whether or not you have symptoms.**

- Below is a testing site that gives both PCR and Antigen tests which are covered by insurance:
<https://www.totaltestingsolutions.com/individual-testing/free-testing/>
- Antigen tests are available through the USC test sites for any USC student or employee to pick up.
- Another way to get free Antigen tests quickly is to order them online at: <https://special.usps.com/testkits> You can get 4 tests for each address.
- At SCA, we have a limited supply of Antigen tests available for emergencies. Faculty or student producers should contact **Romir Quijano** rquijano@cinema.usc.edu **(213) 740- 3317 no later than 5pm on Friday to obtain a test for a weekend shoot. Symptoms**

| This semester more than ever, we need to ensure a symptom-

free set. Do not come to set (or class) if you have any new Covid (or flu To repeat, since this is new: Everyone on set must take BOTH a PCR test and the mul'-day

An'gen tes'ng protocol. (The only exception to this is if a recent COVID infection has made someone ineligible for a PCR test, in which case they will Antigen test only.) **or cold) symptoms -- runny nose, cough, sore throat, fever -- regardless of test results.**

- If anyone has any Covid-related symptoms, they must immediately get tested and self-isolate. See the “Testing Positive” for the next steps.
- Anyone with symptoms must report them immediately to the Student Producer.

Masking

As of 1/6/2023, Masking is still required:

Masking is required on indoor sets and stages and for outdoor sets when you’re shooting.

- Masking is also required when riding in vehicles with others. • Masking is highly recommended when scouting indoor location, etc.
- Actors should be masked when possible during blocking rehearsals and walk- throughs.
- The key here is to use common sense and err on the side of caution.

[Important reminder: Masking must be done with N95s, KN95s, not surgical or cloth masks]

Cast and Crew Limitations • NEW:

- Production I classes, 294/295 and 507 (plus 290) will remain at the 10-person limit. • Capstone classes currently have no on-set limit and that will continue.

Meals

On-set limit for Production II classes increases to 12 people, 15 people with a petition at the

discretion of the instructor.

- Cast and crew can now have buffet-style/self-service meals.

Casting, Rehearsals, and Actors in Class

Student Producers

- **Although Student Producers are responsible for ensuring that SCA Safety Protocols are strictly followed by all cast and crew members, it is incumbent on all key crew to make sure these rules and regulations are followed.**
- Student Producers are responsible for submitting all the necessary Covid-related documentation — including proof of negative test results for all cast and crew members — to the Lead SA and Lead Faculty prior to the start of production.
- **If all the necessary Covid-related documents are not submitted to the Lead SA and Lead Faculty prior to the start of production, the project will not receive a greenlight and will not be allowed to begin production. Testing Positive On-Set Rules for Everyone: • A positive test requires you to isolate for a full ten days. Day 1 of your isolation is the day after you start feeling symptoms or test positive, whichever is earliest. (So, if you have**

Initial casting must be done remotely via Zoom. Callbacks and chemistry-reads may take place in person.

Any in-person rehearsals or casting requires a negative Antigen test for actors

on the day of the rehearsal/audition. Director and Producer must be masked.

When actors are brought to class, the class SA will ensure all actors Antigen test on the day of the class.

Like last semester, when actors are brought to class, the students will be masked in the presence of unmasked actors.

If you have a sore throat on Monday afternoon, that is Day 0 and Tuesday is Day 1

- Any positive test by a USC student should be reported to MySHR at: [hVps://usc.edu/myshr](https://usc.edu/myshr)
- You can leave isolation after day 10 if you're symptom free or improving. If your symptoms are still present or worsening after 10 days you cannot return to class or set.
- (We know the CDC only requires a 5 day isolation, but for production we're following industry standard which indicates 10.)
- Because of the required 10 day isolation, **if you have an actor who tests positive you must recast the role if you're only shooting two weekends.** Capstone classes may be able to reschedule and still work with an actor post-infection. **Be sure to have understudy/backups for each**

role! The guiding principle is that we have a **Symptom Free Set (and class)**. With Antigen tests, false negatives are not uncommon. So, **even if an Antigen test is negative, no one can shoot if they are experiencing new Covid symptoms. Please do not come to class or set (or allow cast or crew to) with new Covid-like symptoms.** We'll make accommodations for anyone who has to participate from home.

A Note about Attending Class (not set):

You may end isolation and come to class *after 5 days* if you test negative on an Antigen test and have been fever-free (without medication) for 24 hours and either have no symptoms or are improving. You must still wear a mask for the next 5 days.

Exposure

- Students do *not* have to quarantine after “close contact exposure” to someone with Covid in the absence of symptoms, but:
- Anyone with “close contact exposure” to a person with Covid must wear a mask for

10 days after exposure *regardless of symptoms or test result.*

- You are required to take a Covid test on day 3-5. Testing can be either a single PCR or **2** Antigen test separated by 24 hours. **Do not test on days 1 or 2.** Tests on these days will not be reliable.
- “Close contact exposure” is now defined as “sharing the same indoor airspace, e.g., home, classroom, airplane, etc., for a cumulative total of 15 minutes or more over a 24-hour period.”
- Outdoor contact is no longer considered exposure. **Violations of Covid Protocols** • **If any of the SCA Covid safety protocols are violated, the production may be suspended or shut down and students could potentially receive a failing grade for the project or course and/or face disciplinary actions.** **USC Covid-19 Resource Center** • For the latest Covid information, visit the USC Covid-19 Resource Center at [https:// coronavirus.usc.edu/](https://coronavirus.usc.edu/) **SCA Covid Advisor** • Eric Freiser is the SCA Covid Advisor and will be able to answer any questions regarding Covid compliance from Faculty and SAs. Students are not to contact Eric directly, but should go through their Faculty or SA.
[https://scacommunity.usc.edu/resources/student_resources/docs/covid_protocols_for_sca_productions_\(rev._08.17.22\)__2.pdf](https://scacommunity.usc.edu/resources/student_resources/docs/covid_protocols_for_sca_productions_(rev._08.17.22)__2.pdf)