

# Production Contract

As a member of the film production team I \_\_\_\_\_, hereby agree to the following...

\_\_\_\_\_ I will follow all classroom and school rules.

\_\_\_\_\_ I will stay on task and work with my production team at all times. If I need to leave my group I will inform them of where I am going and arrange to meet with them when I return.

\_\_\_\_\_ I will work with my group while on a film set or computer, and allow other groups to work uninterrupted.

\_\_\_\_\_ I will follow the approved plan for my film, and will not make changes unless I have group approval, and a change form has been submitted and approved by Mr. Lofgren.

\_\_\_\_\_ I will be in the classroom working on homework or reading QUIETLY if I have accomplished all of my goals for the day.

\_\_\_\_\_ I will respect all the rooms and equipment that I have access to during this class. This includes cameras, tripods, SD cards, cords, cables, computers, furniture. If it is not yours or you do not know how to use it do not touch it. If you would like to learn how to operate something, just ask for assistance.

\_\_\_\_\_ I will clean up after shooting or editing has concluded for the day. I will make sure all cameras are plugged in, all footage has been transferred from the SD card to a network folder, tripods are collapsed and returned to storage, chairs are pushed in, computer work stations are reset, trash is in bin.

## Consequences

\_\_\_\_\_ First Infraction: A verbal warning

\_\_\_\_\_ Second Infraction: A meeting or conference with teacher/call to parent

\_\_\_\_\_ Third Infraction: A meeting with teacher and parent

\_\_\_\_\_ Fourth Infraction: Referral and or suspension from film production team. An alternative written project will be assigned at this point. Multiple referrals may result in the removal from the film program at HCMS.

I understand that failure to comply with these rules will result in these consequences.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date