

# **The Back Door to Hollywood**

## **Learning Module 1**

**by Beth Rosen  
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MOVIE MAKING  
*Madness*



BY BETH ROSEN

THE BACK DOOR  
TO HOLLYWOOD



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*Lights, Camera, Action!*

# Movie Making Mantras



- ★ I build my own back door to Hollywood.
- ★ I am the writer.
- ★ I am the producer.
- ★ I am the director.
- ★ I am the actor/actress.
- ★ I am the camera person.
- ★ I am the location director.
- ★ I am the props person.
- ★ I am the costume designer.
- ★ I am the set designer.
- ★ I am the music coordinator.
- ★ I am the editor.
- ★ I am the special effects coordinator.
- ★ I am the post production marketing wiz kid.
- ★ I create my own lucky break.
- ★ I never give up. I give it my all.
- ★ I surround myself with positive images of my success.
- ★ I take action each day to make my dreams a reality.
- ★ I make sure I enjoy the process by doing what I like to do.

## Movie Making Mindset

- ★ I am a star.
- ★ I shine no matter what.
- ★ I take the spotlight.
- ★ This is my show.
- ★ I run the show my way.
- ★ I show up and show off.
- ★ I take my shot.
- ★ I call the shots.
- ★ I plan the shots.
- ★ I shoot the shots.
- ★ I am the shot.



# The Planning Stage: Pre-Production

## Script

After you finalize your script, the next stage is your shooting script, which is a blue print for the film. It contains scene numbers, scene headers and camera directions for the director of photography. If you are producing a small video on your own, you can use your final script instead.

## Equipment

For a simple video, choose a high definition video camera with zoom capability. Make sure you have an adjustable tripod to mount the camera on so you can film yourself and pan and tilt with a steady movement. Make sure you have the proper lighting and sound equipment too. You can get booms and clip on microphones. If you do not want to invest in the sound equipment for a simple video, make sure you test out the distance from your camera to make sure you can hear yourself when talking. For short or full length films, rent the best professional equipment for your budget.

## Crew

Choose your crew ahead of time. If you are making a small budget film, then you will need a producer, a production manager, a casting director, a director of photography, a gaffer, a grip, a director, a casting director, a location manager, a set designer, a props person, a costume designer, a make-up artist and a continuity person. Depending on your budget, you or someone else may wear many hats. It's always wise to have several personal assistants to help out on set. For a simple video, you do not need to hire a crew. You can do it yourself and/or with the help of a friend.

## Cast

Don't forget to have auditions for a real film. Advertise auditions and pick a place to hold them. Plan for at least second and third call-backs for a short or full length feature film. There are many seasoned and talented actors out of work who you may be able to get for a reasonable price. Your budget will determine whether you are going to make a SAG film or not. SAG is the Screen Actor's Guild and there are minimum amounts you must pay to members of SAG. If you get a well-known personality associated with the film, you may be able to get non-SAG member actors to act for free simply for the once in a life-time opportunity to work with that person.

Pick a place and schedule rehearsals because time is money on the set. Make sure each actor signs an actor's agreement and release. You can get form contracts online and revise accordingly. Have additional waivers on set for "extras" (additional filler people who may be in your shots or fill up locations). The appendix contains sample forms downloaded from the internet. They are not meant to be construed as legal advice in any manner and must be revised according to the current state of law and attendant circumstances. It's always wise to consult an entertainment lawyer.



## **Story Boarding**

Plan out what shots you need for each scene and write them down so you remember to film each one of them. This is called storyboarding and is sometimes represented by pictures as well. Go over it with your director of photography before shooting the movie. Take it with you to the set when you film. For a sample form storyboard, see <https://www.studiobinder.com/blog/storyboard-examples-film/>. For storyboard templates, see

## **Shooting Schedule**

Make a shooting schedule of which scenes will be shot at which locations on each day. The shooting schedule usually does not follow the order of the actual script scenes and may change due to re-shoots, long filming sessions or location availability. Flexibility is key. Always allow for extra time and prepare the actors that they may be on deck waiting for quite some time. It is not uncommon for actors to wait up to 8 hours on set before they get called in front of the camera.

## **Props**

Read your script and identify what props you need for each shot and scene. Make sure you take all props with you to the filming of those scenes. Have a list on hand so you can check them off.

## **Wardrobe**

Plan the wardrobe for each scene and make sure you bring it to the film shoot on the proper day. You will need to work closely with your cast members with respect to wardrobe issues.

## **Location & Set**

Scout out locations ahead of time. Be aware of ads and signs with brand names that you don't have permission to use. Bring gaffer tape with you (colored adhesive tape i.e] black, green, blue, white) so you can cover brand names on props, sets and clothing if necessary. Always check the electrical circuit and lighting in the location you choose and coordinate with the production manager and the rest of your crew to make sure they know what they need to bring.

Sometimes you may be able to get free locations if you use your own place or another's and promise a credit in the film or a shot of the establishment with the name on screen. Always bring location waiver agreements. You can find form location waivers online and in the appendix. Again, these are merely starting points for drafting and the contracts must be revised according to the current state of law and attendant circumstances. Consult an entertainment attorney for legal advice. You may also be asked to provide film insurance to the owner of the establishment.

## **Film Insurance**

Purchase short or long term film insurance for your movie. The pricing varies according to the project. Do online research. Google film insurance providers and do a comparison shop before making your decision.

## Housing

If you will be filming long hours and several days, weeks or months, you will need to arrange overnight housing for your cast and crew so remember to work that into your budget. Make sure they are comfortable so they are sharp and happy on the set.

## Budget

Always do a budget ahead of time, taking into consideration preproduction, production and post-production costs. You can finance your film using kickstarter campaigns online.

# On The Set: Production



Always budget extra time for setting up and clearing the set. Sometimes it can take hours to get the film equipment and lighting set just right. It's best to scope out the location ahead of time and map out where you will be shooting and any lighting or electrical issues at the location.

Plan on moving things around on location and be extra careful to put everything back exactly how you found it. Most establishments are unaware of the heavy equipment used in filming a movie and may be overwhelmed when they see what you bring in so prepare them ahead of time. For simple videos, this should not be an issue because you will be working with a smaller high definition camera and a tripod. Always check the floors at your location and the effect it will have on the sound. You may have to bring floor coverings so the equipment doesn't scratch the floors.

## The Crew: Who is In Charge of What on the Set?

The Executive Producer is the main financier of the film whereas the Producer maintains executive control. The Producer is in charge of everything and everyone. Even the Director answers to the Producer. The Director sees to the details and is in charge of directing the actual film, actors and director of photography. He is also responsible for the storytelling and creative decisions. The Assistant Director manages the shooting schedule and logistics.

The core crew members on set are critical. Make sure you hire people who know what they're doing. Ask for references and samples of their work. The Production Manager manages the production budget and oversees the film schedule. The Director of Photography (DP) is the cinematographer and is in charge of all the camera operators. The Gaffer handles the electrical equipment and manages the lighting. He is responsible for setting up portable generators and creating certain mood effects with lighting. The Grip is a lighting and rigging technician who provides camera support. The Sound Mixer is the head of the sound department and records and mixes audio and sound effects. The Boom Operator is in charge of microphones and booms.

The design of your set is critical to the look, feel and authenticity of your film. Every detail counts. The Set Designer or Art Director makes the production sets. For a professional film, hire a trained professional with a degree in theater arts. You will also need a Costume Designer who will create the clothing for the characters in the film. The Make up Artist & Hair Designer does make up and hair for all the actors. They are responsible for making sure there is continuity from scene to scene. For example, if you are shooting the same scene for hours, you will have to continuously apply make-up so in each shot the actors have the same amount of make-up appropriate for that one scene. You do not want to get to the editing room and find that half the shots your lead has hot red lipstick and in the other, the make-up is completely washed out. If that's the case, you will not be able to use all the shots together or it will look ridiculous. So if you are the make-artist and hair stylist for your own short film or video, remember to make sure you reapply the make-up when it starts to wear off so that you can splice together different shots and still get a polished sequence.

There should be a Props Person who is solely responsible for props on the set, bringing them to each location and making sure that they are exactly where they should be. The Location Director/Manager finds and manages film locations. Always scout out your locations ahead of time and coordinate with the technical and creative team to make sure everyone is onboard with the location choices. The Location Director should take numerous photos of each location that he or she is considering for the film so everyone can make informed decisions.

Make sure you pay attention to continuity of your film. In full blown movies, hire a Continuity Director who is responsible for monitoring the continuity of your film and the shooting of different scenes. They must be on the look-out for stray soda cans that a cast or crew member may inadvertently leave on the set. They must pay attention to minute details. For example, if your actor is eating a donut and you are shooting different angles at different times and the actor takes a bite of the donut in each retake, you must have multiple donuts on hand where they only have one or two bites out of it. If your actors are sipping wine, the continuity person makes sure that their wine glasses are at the appropriate level in each continuous shot. They must also monitor whether an actor has taken his glasses off or on from shot to shot. These minutia are critical when you are putting your film together shot by shot and cutting in the editing room.

Even when your actors are properly rehearsed, they may still forget lines. That is where the Line Producer comes in. They are responsible for feeding the actors their lines. If you are shooting a simple video, make sure you have a script on hand in case you forget your lines.

If it's just you making a simple video, you will wear many hats and not need to focus on all these roles. But you must be able to see the forest through the trees as well as each tree when you're the one person you can rely on. Remember to focus on continuity in filming your video.



## Filming in Public Areas

If you are going to film in a public area, make sure you get the local town or city's permission. You can visit the local town office and/or submit a letter of the days and places you intend to film. Make sure you get a written authorization from them in case you are stopped and questioned by the local police. Sometimes they may even provide you with police barriers to keep the public away.

## Crafts Services

You will need to provide snacks and meals for your cast and crew during filming. Someone will need to be in charge of Craft Services, ordering and setting up the food and cleaning up after meals.

## Gaffer Tape

Make sure you have plenty of gaffer tape (colored adhesive tape) to tape down wires so people don't trip on them. You can also use it to cover up brand names and to mark your spot on camera. For example, if you are moving into frame, you can mark the spot on the ground where you cannot go beyond or you will be beyond the camera's frame of view. If you're filming the floor as well, use something that blends in with the floor. For outside, you can just use a leaf or small twig.

## Coverage

Always get coverage when you are filming on set. Take long shots, medium shots and close-ups so that you have enough clips to edit and do inserts to get the scene to work. Take close-ups of props, the set and character's hands and feet as they make subtle or exaggerated movements. You never know when you will need them. It's also critical to get shots and reverse shots of actors so you can insert them if the actors forget their lines in medium or long shots and you cannot get a full take of the scene.

## Photos

When you're on the set filming, make sure you have a high definition digital video camera with zoom capability and a high definition camera. Some digital cameras have the ability to take still photos while you are filming. You will definitely want production photos from your movie at some point in the future. Not only are they nice to have but many film festivals require you to submit production photos as part of your press kit. Do not panic if you forget because you can always take still freeze frame snapshots of your movie clips later in movie editing software and then change the image quality to 300 dpi or higher. It will not be as high quality or as clear as a professional photo taken with a camera but it will do the trick.

## Paying Cast & Crew Salaries and Expenses

Once you are finished, you will need to pay your cast and crew as well as their expenses. Keep a record of all expenses. Ask for receipts and make sure they are accurate and reasonable.



# Post Production



## Movie Editing Magic

Once you finish filming, back up all your raw footage to another hard drive so you have 2 copies in case something happens to one of the hard drives. Make sure you have a computer with enough memory and a high processing speed so you can edit your film on it. Buy the latest up to date movie editing software that you can afford. For Mac users, I recommend Final Cut Pro X, Motion Graphics, Compressor (which you can download from the Mac App Store) and the latest iMovie which comes with iLife on your laptop and desktop. For PC users, I recommend Avid Express Pro and Adobe Premiere Pro. To learn about the best free movie editing software, do a search on Google and try some of the suggestions listed in the online resources section.

Now it's time to watch all your footage and choose the best clips for your film. Keep an open mind when looking at the clips because you can work magic in the editing room. You can dub over sound, mix visual clips with audio clips, layer in sound effects, erase boom shadows, adjust the color and lighting, add special effects, add music and sound effects, etc.

## Order of Your Movie

The first clip in your editing sequence should always be a black slug (timing can vary). Next you should include a fade in, your branding, the opening credits (titles can appear during the opening scene), the body of your movie, closing credits, and a fade out.

## Exporting Movie

Once you finish your final edit, you need to export your movie in high definition. If it's a simple video for YouTube or other video sharing sites, you can export it to your computer or external hard drive and then upload it onto the internet. If you plan on submitting to film festivals for screenings or distributing it to the public, you may need to burn a DVD. Decide if you are burning a standard definition or high definition Blu Ray disc and get the appropriate burning software and hardware compatible with your computer. If you are submitting for exhibition to film festivals, you will need to export to an acceptable format for each festival (i.e. online screeners, DVD, Digit Beta, HD Cam, etc.).

## Marketing and Distribution

The next step is marketing and distributing your film so you can make money. It's best to hire a professional who has experience and the right contacts. Your initial budget must take these critical steps in mind and you must think about this right from the start. Always do a movie trailer for your film to generate interest and show potential investors. If you are simply showing your movie on the internet, you will need to start marketing it online using all available platforms and social media marketing techniques.

# Choosing the Right Music



Music can make your movie come alive and add a whole new dimension to your creative vision. If you shoot a scene and it looks dull or stagnates at any point, don't worry. A creative mind can work wonders in the editing room with sound effects and music accents.

Music is categorized by genre, just like film, to make it easier for you to find just the right type of music for your scene.

You can vary your music according to the mood and feel of the scene. You can also increase the volume of music tracks at different points in a scene to accentuate what is happening on camera. Adjust the volume settings as necessary, especially if layering with other sound effects and voices.

## Country of Origin

Music is often categorized by country of origin, such as African, French, Greek, Indian, Italian, Latin, etc. So if you are shooting a scene in a different country or you want an authentic feel to accentuate your character's nationality or the type of restaurant where they are dining, use appropriate music.

## Genre

You can browse music by its genre, such as: Blues, Celestial, Church, Christian, Classical, Contemporary, Disco, Distorted, Edgy, Electric, Experimental, Funk, Funky Jazz, Hip Hop, Holiday, Horror, Jazz, Jingles, Modern, Nuevo Chic, Orchestral, Polka, Pop, Processed, Reggae, Rock, R&B, Stings, Urban, Vinyl, World, etc.

## Feel

You can also browse music by its feel, such as action, Aggressive, Bouncy, Bright, Calming, Cheerful, Clean, Dark, Dissonant, Dry, Eerie, Epic, Grooving, Humorous, Intense, Military, Mysterious, Mystical, Relaxed, Somber, Supernatural, Suspenseful, Unnerving, Uplifting, etc.

## Instrument

Music is also characterized by type of instrument, such as Bass, Brass, Cymbal, Drums, Electric Piano, Guitar, Harp, Horn, Organ, Piano, Percussion, Shaker, Sitar, Slide Guitar, Strings, Synthesizer, Tambourine, Woodwind, etc.

## **Decade or Period of History**

Music is also characterized by its decade, such as 20's, 50's, 60's, 70's, 80's, 90's, etc. You can also browse music by its period of history, such as Ancient Rome, Dark Ages, Industrial, Medieval, Modern, Renaissance, Victorian, etc.

## **Get Creative**

Since you are calling the shots, don't be afraid to include your own music or mix your own tracks made especially for your movie. It's time to strut your stuff!

# **Choosing the Right Sound Effects**

Sound effects can really take your movie or video to the next level. You can always layer in different sound effects to give your movie an authentic feel. Adding sound effects post-production gives you more leeway in the filming process. It also comes in handy if you have a movie clip with no sound or bad sound quality, or if you are using green screen technology.

For example, if you are filming and the script calls for a siren, phone ring or a sound that captures the character's attention, the character can always react to it on camera as if it were there now and then you can add it later in the editing room. When you add sound effects later, you will be able to adjust the volume (called ducking) so that you draw attention to objects, people or other sounds or dialogue as desired.

You can also redesign sets and stay in one location to create the appearance of new sets and then add the appropriate sound effects of that site later. For example, you can set up an intimate table for two to create the feel of a romantic restaurant with appropriate table settings and then add the restaurant sound effects and background music to give it an authentic feel. It not only saves an enormous amount of time and money, but if you have hooked your audience and they are so engrossed in your story, they will never know the difference.

## **Categories of Sound Effects (Denoted as SFX in Scripts)**

Applause, Alarms, Animals, Bells, Cinematic, Cartoon Accents, Drones, Explosions, Food, Footsteps, Gasps, Glass Breaking, Gunfire, Jungle, Laughter, Lake, Location Specific Cites, Machines, News, Ocean, People, Room Tones, Screams, Sports, Stingers, Suspense Accents, Textures, Title Flanges, Sweeps, Traffic, Transportation, Weather, Whistles, Water, etc.

## **Finding the Right Sound Effects**

Some movie editing software comes with built in sound effects. You can also purchase sound effects, download free sound effects from the internet or record your own.

# Voice Over



Most movie editing software contains voice over capability. This is a great tool and you should make the most of it.

When you are filming yourself or someone else and the sound is not clear either because you do not have the right sound equipment or the sound gets corrupted, you can always do a voice over later and add it to the movie clip. You can also dub over voices with this tool.

If you are camera shy and not used to emoting on film, then you can start with the voice over technique and still make incredible videos with titles, music, sound effects and special effects.

If you have a microphone on your computer, you should be able to hit the voice over button in your movie editing software and record right over the movie clips as you see them so you can time it just right. Alternatively, you can record your voice using different software and add it the same way you would add music or sound effects during the editing process. You can take earlier podcasts, videos or speeches you have given and add those to your movie clips to get a voice over effect as well.

Sometimes you may find that you want to emphasize something, like adding a gasp, a scream or a sigh, even if you are not the actor. You can do this with the voice over tool very easily. Think outside the box. The Voice over tool opens up a whole realm of possibilities.

# Final Touches

You can always use color correction, adjust the sound volume, mix down ambient noises that don't belong, add special effects and/or titles using motion graphics and mask out objects that do not belong in the film. That is why you should not discard clips simply because there is a microphone showing or a brand name or the sound went out at one point. You can work magic in the editing room if you have a creative and open mind.



# Transitions



When you create a movie sequence, you can edit so there are no transitions - just clean sharp cuts from one clip to another - to create a seamless sequence of events. Other times, you may want to use different transitions to move your story and film along smoothly. Most movie editing software comes with built in transitions for ease of use. In more advanced editing software, you can create different variations of transitions and add plug ins to your existing software so it will be available for ease of use in the future.

The most common visual transitions are cuts, dissolves, fades and blurs. While there are many more to choose from, be careful not to clutter your movie with too many other transitions or it will distract from your story line and cheapen the over-all look of your film. That's not to say that there are times when many other transitions are appropriate. Use your discrimination and creativity in making judgments.

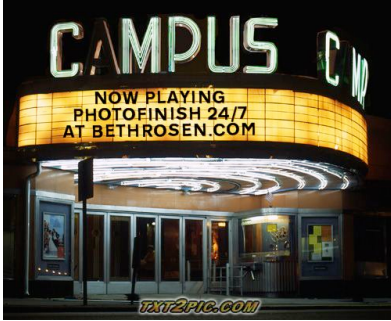
There will be instances where you will need to add audio transitions when editing so that the sound from scene to scene transitions smoothly.

## Different Types of Transitions

- ★ **Cut:** Cut, Match Cut
- ★ **Blur:** Cross Blur, Zoom Blur
- ★ **Fades:** Fade In, Fade Out, Fade to Black, Fade to White
- ★ **Dissolve:** Cross Dissolve, Additive Dissolve, Dip to Color Dissolve, Dither Dissolve, Fade In Fade Out Dissolve, Non-Additive Dissolve, Ripple Dissolve
- ★ **Iris:** Cross Iris, Diamond Iris, Oval Iris, Point Iris, Rectangle Iris, Circle In, Circle Out
- ★ **3D Simulation:** Cross Zoom, Spin In, Spin, Spinback, Swing, Zoom In, Zoom Out
- ★ **Page Curl:** Page Curl Left, Page Curl Right
- ★ **Slide:** Band Slide, Box Slide, Center Split Slide, Multi-Spin Slide, Push Slide, Spin Slide, Split Slide, Swap Slide
- ★ **Stretch:** Cross Stretch, Squeeze, Squeeze and Stretch, Stretch
- ★ **Wipe:** Band Wipe, Center Wipe, Checker Wipe, Checkerboard Wipe, Clock Wipe, Edge Wipe, Inset Wipe, Jaws Wipe, Venetian Blind Wipe, Wrap Wipe, Zig-Zag Wipe
- ★ **Other Transitions:** Doorway, Swap, Flop, Flip, Cube, Mosaic, Puzzle, Swing



# Free and Online Resources



Visualize your success. Create images of your stardom and post it where you can see it daily. Use it as a reminder to do something every day to move your dreams along. Never give up, even when you have bad days. Regroup and start again.



## ROYALTY FREE STOCK FOOTAGE

- ★ <http://www.stockfootageforfree.com/#content>
- ★ <https://pixabay.com/videos/>
- ★ <http://www.videoblocks.com/>

## CREATE AN ANIMATED VIDEO

- ★ <http://www.xtranormal.com/>

## ROYALTY FREE PHOTOS

- ★ <https://www.freeimages.com/>
- ★ <http://www.freedigitalphotos.net/>
- ★ <http://www.freeimages.co.uk/>
- ★ <https://www.pexels.com/>
- ★ <https://pixabay.com/>
- ★ <https://all-free-download.com/>

## ONLINE QUOTES/POSTER MAKER

- ★ <https://www.canva.com/>
- ★ <https://quotescover.com/>

## ONLINE VIDEO EDITORS

- ★ <https://www.blender.org/>
- ★ <https://www.lwks.com/>
- ★ <https://shotcut.org/>
- ★ <https://www.iskysoft.us/>
- ★ <https://www.kizoa.com/>
- ★ <https://animoto.com/>
- ★ <https://www.blackmagicdesign.com/uk/products/davinciresolve/>
- ★ <https://www.openshot.org/>
- ★ <http://fixounet.free.fr/avidemux/>
- ★ <https://fxhome.com/hitfilm-express>
- ★ <https://www.apple.com/lae/imovie/>
- ★ <http://www.videosoftdev.com/>

## ROYALTY FREE MUSIC

- ★ <http://incompetech.com/m/c/royalty-free/>
- ★ <https://www.audioblocks.com/>
- ★ <https://freemusicarchive.org/>
- ★ <http://www.flashkit.com/loops/>

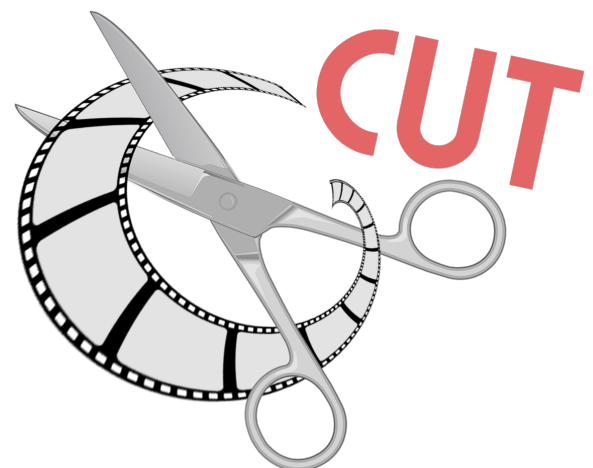


## FREE ROYALTY FREE SOUND EFFECTS

- ★ <http://www.partnersinrhyme.com/soundfx/citysounds.shtml>
- ★ <http://www.soundjay.com>

## REGISTER ON IMDB (INTERNET MOVIE DATA BASE)

- ★ <http://www.imdb.com/>



# More Free Online Resources

## FREE FLASH VIDEO WEBSITE TEMPLATES AND HOSTING

★ <http://www.wix.com/>

## FREE CREATIVE PHOTO SHARING

★ <http://imikimi.com>

## 588 FREE CONTRACTS AND FORMS FOR FILM MAKERS

★ <http://filmmakeriq.com/2009/04/588-free-film-contracts-and-forms/>

## 111 FREE FILMMAKING TOOLS AND PLUG-INS

★ <http://filmmakeriq.com/2009/05/111-free-filmmaking-tools/>

## FREE MOVIE SCRIPTS

★ [http://www.simplyscripts.com/full\\_movie.html](http://www.simplyscripts.com/full_movie.html)

★ [http://www.simplyscripts.com/wga\\_top\\_101\\_scripts.html](http://www.simplyscripts.com/wga_top_101_scripts.html)

## FREE OSCAR SCRIPTS

★ [http://www.simplyscripts.com/oscar\\_winners.html](http://www.simplyscripts.com/oscar_winners.html)

## FREE MUSICALS

★ [http://www.simplyscripts.com/musical\\_full.html](http://www.simplyscripts.com/musical_full.html)

## FREE TREATMENTS AND STORY OUTLINES

★ <http://www.simplyscripts.com/treatments.html>

## FREE RADIO SCRIPTS

★ [http://www.simplyscripts.com/radio\\_all.html](http://www.simplyscripts.com/radio_all.html)

## FREE ONLINE RHYMING DICTIONARY

★ <http://www.writerhymes.com/>

★ <http://www.rhymer.com/>



I am not an affiliate of or endorsing any of the websites referenced herein.

# Appendix

## **SAMPLE RELEASE FORMS**

**THESE FORMS ARE DOWNLOADED FROM THE INTERNET AND ARE NOT TO BE CONSTRUED AS LEGAL ADVICE. THEY ARE MERELY A STARTING POINT IN DRAFTING AND NEED TO BE REVISED ACCORDING TO THE CURRENT STATE OF LAW AND ATTENDANT CIRCUMSTANCES. ADDITIONAL WAIVERS, RELEASES, INDEMNITIES AND OTHER CLAUSES MAY NEED TO BE ADDED TO DEAL WITH THE COVID19 VIRUS AND SOCIAL DISTANCING. ALWAYS CONSULT AN ENTERTAINMENT LAWYER IF YOU NEED LEGAL ADVICE.**

**This is in no way to be construed as legal advice. These forms are downloaded from the internet and must be revised according to the current state of law and attendant circumstances. If you need legal advice, consult an entertainment attorney.**

### **SAMPLE ACTOR RELEASE FORM**

To Whom It May Concern:

I (the undersigned) hereby grant to \_\_\_\_\_ the right to photograph me and to record my voice, performances, poses, actions, plays and appearances, and use my picture, photograph, silhouette and other reproductions of my physical likeness in connection the short film tentatively entitled “\_\_\_\_\_” (hereinafter the “Film”).

I hereby grant to \_\_\_\_\_, its successors, assigns and licensees the perpetual right to use, as you may desire, all still and motion pictures and sound track recordings and records which you may make of me or of my voice, and the right to use my name or likeness in or in connection with the exhibition, advertising, exploiting and/or publicizing of the picture. I further grant the right to reproduce in any manner whatsoever any recordings, including all instrumental, musical or other sound effects produced by me in connection the production and/or postproduction of the Film.

I agree that I will not assert or maintain against \_\_\_\_\_, its successors, assigns, licensees, shareholders, officers, directors, employees and independent contractors any claim, action, suit or demand of any kind or nature whatsoever, including but not limited to those grounded upon invasion of privacy, rights of publicity or other civil rights, or for any reason in connection with your authorized use of my physical likeness and sound in the Film as herein provided.

By my signature here I understand that I will, to the best of my ability, adhere to the schedule agreed to prior to the beginning of my engagement. Additionally, I agree, to the best of my ability, to make myself available should it be necessary, to rerecord my voice and/or record voice-overs and otherwise perform any necessary sound work required after the end of filming. Should I not be able to perform such sound work, I understand that \_\_\_\_\_ may enter into agreement with another person to rerecord my dialogue and/or voice-overs and use this sound work over my picture or however they deem appropriate.

I certify and represent that I am over 18 years of age and have read the foregoing and fully understand the meaning thereof.

\_\_\_\_\_  
Name  
Address  
Phone Number  
Email Address  
Date  
Character

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## SAMPLE ACTOR AGREEMENT

This agreement is entered into by and between \_\_\_\_\_ (the "Actor") and \_\_\_\_\_ (the "Production Company"), dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. In the event of the Actor's death or total incapacity, "Actor" means the Actor's heirs, devisees, beneficiaries, trusts, assignees or other successors-in-interest. "Production Company" includes the licensees, assignees, future owners, sponsors (including \_\_\_\_\_), or other acquirers or successors-in-interest of \_\_\_\_\_.

The Actor hereby grants to the Production Company and to its licensees, sponsors, assignees, and other successors-in-interest, all rights of every kind and character, in perpetuity, in and to the Actor's performance, appearance, likeness, name and/or voice (the "Performance") in connection with the motion picture entitled \_\_\_\_\_ (the "Picture").

The Actor hereby authorizes the Production Company to photograph, videotape, film and record (on film, tape, video or any other medium), the Performance and audition(s) for the Performance; to edit the same at its discretion and to include it with the performances of others and with sound effects, special effects, digital effects and music; to incorporate the same into the Picture, trailers, posters or other materials or programs related to the Picture; to use and to license others to use such records and photographs in any manner or media whatsoever, including without limitation unrestricted use for purposes of publicity, advertising and sales promotion; and to use my name, likeness, voice, biography or other information concerning me in connection with the Picture and for any other purpose associated with the Picture. The Actor further acknowledges that the Production Company owns all rights to the Picture.

The Production Company shall compensate the Actor for the Performance by providing the Actor with \_\_\_\_\_. Unless otherwise agreed to in writing by the Production Company, the Actor will receive no compensation in the event that the Actor does not complete the Performance. Actor agrees that s/he is not entitled to any additional consideration as a result of the exercise of the rights granted herein and that Production Company may rely upon this letter in preparing and exploiting the Picture and any other production. Actor acknowledges that he/she is not entitled to any proceeds from the Production Company from any and all distribution and exploitation of the Picture (including Picture trademarks, service marks, logos, slogans, likenesses, names, voice, or dialogue), including royalties, dividends, or payments of any kind arising from theatre, television, video, CD, DVD, or internet distribution and exploitation and hereby releases the Production Company for same.

Actor releases and discharges Production Company, its employees, agents, licensees, successors, assigns, sponsors and independent contractors from any and all claims of any kind whatsoever, that Actor may now have or may later have, including, and without limitation, those based upon invasion of privacy, or other civil rights, defamation, slander or libel, right of publicity, infringement of copyright or violation of any other right arising out of or relating to the utilization of the rights granted herein.

This Agreement constitutes the entire agreement by and between the Actor and the Production Company and supersedes any and all prior contracts, understandings negotiations, and agreements with respect to the Production Company and the subject matter hereof, whether oral or written. No modifications may be made to this Agreement unless in writing signed by both parties. Execution of this Agreement in counterpart signatures shall be as legally valid and binding as taken together. This Agreement shall be construed under the laws of the State of \_\_\_\_\_. The rights herein granted shall inure to the benefit of all successors, assigns, heirs, executors, sponsors and licensees of each party hereto.

Actor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Production Company: \_\_\_\_\_



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## **SAMPLE EXTRA ACTOR AGREEMENT**

This agreement is entered into by and between \_\_\_\_\_ (the "Actor") and \_\_\_\_\_ (the "Production Company"), dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. In the event of the Actor's death or total incapacity, "Actor" means the Actor's heirs, devisees, beneficiaries, trusts, assignees or other successors-in-interest. "Production Company" includes the licensees, assignees, future owners, sponsors (including \_\_\_\_\_), or other acquirers or successors-in-interest of \_\_\_\_\_.

The Actor hereby grants to the Production Company and to its licensees, sponsors, assignees, and other successors-in-interest, all rights of every kind and character, in perpetuity, in and to the Actor's performance, appearance, likeness, name and/or voice (the "Performance") in connection with the motion picture entitled \_\_\_\_\_ (the "Picture").

The Actor hereby authorizes the Production Company to photograph, videotape, film and record (on film, tape, video or any other medium), the Performance and audition(s) for the Performance; to edit the same at its discretion and to include it with the performances of others and with sound effects, special effects, digital effects and music; to incorporate the same into the Picture, trailers, posters or other materials or programs related to the Picture; to use and to license others to use such records and photographs in any manner or media whatsoever, including without limitation unrestricted use for purposes of publicity, advertising and sales promotion; and to use my name, likeness, voice, biography or other information concerning me in connection with the Picture and for any other purpose associated with the Picture. The Actor further acknowledges that the Production Company owns all rights to the Picture.

Actor agrees that s/he is not entitled to any consideration as a result of the exercise of the rights granted herein and that Production Company may rely upon this letter in preparing and exploiting the Picture and any other production. Actor acknowledges that he/she is not entitled to any proceeds from the Production Company from any and all distribution and exploitation of the Picture (including Picture trademarks, service marks, logos, slogans, likenesses, names, voice, or dialogue), including royalties, dividends, or payments of any kind arising from theatre, television, video, CD, DVD, or internet distribution and exploitation and hereby releases the Production Company for same.

Actor releases and discharges Production Company, its employees, agents, licensees, successors, assigns, sponsors and independent contractors from any and all claims of any kind whatsoever, that Actor may now have or may later have, including, and without limitation, those based upon invasion of privacy, or other civil rights, defamation, slander or libel, right of publicity, infringement of copyright or violation of any other right arising out of or relating to the utilization of the rights granted herein.

This Agreement constitutes the entire agreement by and between the Actor and the Production Company and supersedes any and all prior contracts, understandings negotiations, and agreements with respect to the Production Company and the subject matter hereof, whether oral or written. No modifications may be made to this Agreement unless in writing signed by both parties. Execution of this Agreement in counterpart signatures shall be as legally valid and binding as taken together. This Agreement shall be construed under the laws of the State of \_\_\_\_\_. The rights herein granted shall inure to the benefit of all successors, assigns, heirs, executors, sponsors and licensees of each party hereto.

Actor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Production Company: \_\_\_\_\_

For Parent or Legal Guardian: I declare that I am the legal guardian/parent of \_\_\_\_\_ and give permission to film \_\_\_\_\_ as contemplated herein and on the terms set forth herein.

Actor Name: \_\_\_\_\_

Parent/Legal  
Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Production Company: \_\_\_\_\_

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## **SAMPLE LOCATION USAGE AGREEMENT**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ (“The Production Company”) and \_\_\_\_\_ (“Grantor”).

**1. IDENTIFY OF FILMING LOCATION.** Grantor hereby agrees to permit Production Company to use the property located at \_\_\_\_\_ (“the Property”) in connection with the motion picture currently entitled “\_\_\_\_\_” (the “Picture”) for rehearsing, photographing, filming and recording scenes and sounds for the Picture. The Production Company and its licensees, sponsors (including \_\_\_\_\_), assigns and successors may exhibit, advertise, promote and otherwise exploit the Picture or any portion thereof, whether or not such uses contain audio and/or visual reproduction of the Property and whether or not the Property is identified or identifiable, in any and all media whatsoever now known or later devised in the universe in any part of the world in perpetuity.

**2. RIGHT OF ACCESS.** Production Company shall have the right to bring personnel and any equipment onto the Property and to remove same following completion of its use of the Property hereunder. Production Company shall have the right, but not the obligation, to photograph, film and use in the Picture the actual name, if any, connected with the Property or to use any other name for the Property. If Production Company depicts the interior(s) of any structures located on the Property, Grantor agrees that Production Company shall not be required to depict such interior(s) in any particular manner in the Picture. Grantor acknowledges that Production Company is not in any way depicting or portraying the Grantor in the Picture, either directly or indirectly.

**3. TIME OF ACCESS.** The permission granted hereunder shall be for the period commencing on or about \_\_\_\_\_, 20\_\_. The period may be extended by Production Company if there are changes in the production schedule or other unforeseen delays such as due to weather conditions, incapacitation of actors, director or other essential artist or crew, damaged or imperfect filming equipment, or any other occurrence beyond the control of Production Company. The Grantor agrees to the best of its ability to accommodate the Production Company in granting the right to use the premises at a later date to be mutually agreed upon. The permission herein granted shall also apply to future retakes and/or added scenes.

**4. PAYMENT.** In consideration for the use of the Property, the Production Company shall give the Grantor \_\_\_\_\_.

**5. ALTERATIONS TO LOCATION.** Production Company agrees to leave the premises in the condition in which it was originally found and in as good order and condition as when received, excepting reasonable wear, tear, force majeure and use. Production Company agrees that (with Grantor’s permission) if it becomes necessary to change, alter or rearrange any equipment on the Property belonging to Grantor, Production Company shall return and restore said equipment to its original place and condition, or repair it, if necessary. Production Company agrees to indemnify and hold harmless Grantor from any and all liabilities,

damages and claims of third parties arising from Production Company's use hereunder of the property (unless such liabilities, damages or claims arising from breach of Grantor's warranty as set forth in the immediately following sentence); and from any physical damage to the Property proximately caused by Production Company, or any of its employees, representatives or agents. Grantor warrants that it has the right and authority to enter into this Agreement and to grant the rights granted by Grantor herein. Grantor agrees to indemnify and hold harmless Production Company from and against any and all claims relating to breach of its aforesaid warranty.

**6. NO KICKBACKS FOR USE.** Grantor affirms that neither it nor anyone acting for it gave or agreed to give anything of value to any member of the production staff, anyone associated with the Picture, or any representative or Production Company, or any television station or network for mentioning or displaying the name of Grantor as a shooting location on the Property; except the use of the Property, which was furnished for use solely on or in connection with the Picture.

**7. BILLING CREDIT.** Grantor acknowledges that any identification of the Property which Production Company may furnish shall be at Production Company's sole discretion and in no event shall said identification be beyond that which is reasonably related to the content of the Picture.

**8. RELEASE.** Grantor releases and discharges Production Company, its employees, agents, licensees, successors, assigns and independent contractors from any and all claims of any kind whatsoever, that Grantor may now have or may later have, including, and without limitation, those based upon invasion of privacy or other civil rights, defamation, slander or libel, right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the rights granted herein.

**9. MISCELLANEOUS.** This constitutes the entire agreement between the parties with no modifications unless in writing signed by both parties. A photocopy of this Agreement shall be as legally valid and binding as the original, construed under the laws of the State of \_\_\_\_\_. The rights herein granted shall inure to the benefit of all successors, assigns, heirs, executors, etc. of each party hereto.

The undersigned represents that s/he is either rightful and true owner of the Property or empowered as agent or otherwise to execute this Agreement for or on behalf of owner.

IN WITNESS WHEREOF, the parties have hereunto set their names and seals as of the date first above-written.

PRODUCTION COMPANY:

By: \_\_\_\_\_

[NAME]

Address:

Telephone:

Email:

GRANTOR

By: \_\_\_\_\_

Address:

Telephone:

Email: