



UNIVERSITY of NORTH CAROLINA WILMINGTON

University Relations Video/Photography Production Social Distancing Guidelines

SECTION 1

Mandatory Requirements:

- It is required that all people on set maintain a distance of 6 feet from each other.
- Hand sanitizer will be made available to people at the point of entry to shoot location.
- Face masks will be worn at all times by production crew.
- Production crew will clean all common equipment on set with sanitizing wipes. (Lav mics)
- Anyone feeling sick or displaying symptoms of dry cough, fever, muscle pain or sore throat are not permitted on set.
- Tiered arrivals on set to maintain social distancing guidelines.

Video/Photo Shoots Procedure

All spaces must allow for up to 4 people in the room to maintain a distance of 6 feet for each other.

All indoor spaces should be large open spaces with plenty of ventilation. (example: Clocktower Lounge)

Video Shoots:

1. Producer will scout location and set room 30 minutes before crew arrives.
2. Camera Operator 1 will arrive first and setup camera, audio and lights.
(indoor locations will use a boom mic)
3. Once complete they will notify camera operator 2, they can enter the space.
Camera operator 2 will setup camera. Once cameras are set producer will return to the space.
4. Talent will arrive and proceed to their seat. If outdoors talent will (lav) mic themselves with verbal direction from the producer. Once the interview is complete the talent will exit the set first.
5. The crew will then cleanup/leave set in the opposite sequence (producer/camera op. 2/camera op. 1)

6. All equipment will be wiped down before storing for next shoot.

General Photo Shoots:

1. Photographer will scout location and set space 30 minutes before additional crew or talent arrives.
2. Photographer will ensure a distance of 6 feet between the photographer and talent.
3. The photographer will also ensure talent can enter and leave the set at a distance of 6 feet from any crew.
4. Once talent arrives on set, they will receive verbal direction from the photographer.
5. Photographer will wipe down all equipment before it is stored for next shoot.

Portraits (in Leutze TV studio)

1. Portraits will be by appointment only to ensure 15-20-minute intervals before individuals arrive.
2. Subjects must wear a mask until the photographer instructs them to remove it for the photo.
2. Subjects will enter thru interior studio door and exit the exterior facing door.
3. Photographer will wear mask to ensure everyone's safety is maintained.