[DATE]

Risk Management Review Panel

Film and Mass Media Program

UCF Nicholson School of Communication and Media

12405 Aquarius Agora Dr.

Orlando, FL 32816

**Title: [PROJECT WORKING TITLE]**

**TRT: [ESTIMATED TOTAL RUNNING TIME]**

**Budget: [ESTIMATED BUDGET AMOUNT]**

**Dates: [START DATE AND WRAP DATE]**

**Cast: [NUMBER OF CAST MEMBERS / SUBJECTS]**

**Crew: [NUMBER OF CREW MEMBERS]**

**Locations: [BRIEF LIST OF PRODUCTION LOCATIONS]**

**Producer: [NAME OF THE PRODUCER]**

**Director: [NAME OF THE DIRECTOR]**

**Instructor of Record: [NAME OF THE INSTRUCTOR-OF-RECORD / THESIS CHAIR]**

Dear faculty:

I am a student in the Film and Mass Media Program, and I am currently directing and producing a student film/video project for [COURSE PREFIX # AND NAME / THESIS / STUDY]. This letter provides details as to how my crew and I plan to shoot the elements identified in the attached script / outline titled “[PROJECT WORKING TITLE]”.

**[INCLUDE A BREIF SYNOPSIS OF THE PRODUCTION HERE]**

**[EXAMPLE ITEM / ACTIVITY] Scenes Involving Weapons [CITE SCENE #(S) IF APPICABLE]**

In the final scenes of my film, Lane enacts revenge on her rival, Jessica. While there is no physical confrontation between the two characters, Lane will draw a handgun to shoot and kill Jessica. My crew and I will be using a non-functioning, replica prop weapon. This replica was manufactured to be used as a prop weapon. It does have realistic features such as a moving slide, trigger, and removable magazine; but it is not capable of chambering and firing cartridges of any kind, including blanks. This is due to it having a solid/plugged barrel and lack of a firing pin. Muzzle flashes and the sound report of the gun firing will be added in post-production using computer graphics and sound effects libraries.

As the scenes that require the use of the prop weapon are in line-of-sight of neighboring homes and a public street, we will be notifying the watch commander of the local police station of our activities. We will also be notifying surrounding neighbors that we are filming and that a realistic looking prop weapon will be in use, as well as posting notices facing public areas on the days of production.

The prop weapon will only be handled by the scripted talent and by an assigned crewmember during production. It will be treated as if it was a real weapon and will not be brandished playfully or unnecessarily during the production. My crew and I will conduct a safety meeting on each day the prop weapon is on set to address how the prop weapon will be handled, who it will be handled by, and when it will be used during the production day.

If you have any further question or concerns, feel free to contact me via phone or email:

[KNIGHT’S EMAIL AND PHONE NUMBER HERE]

Sincerely,

[PRINT YOUR NAME]

[YOUR POSITION ON THE PROJECT – i.e., Producer, Director, Writer, Filmmaker, etc.]

Attached: [WORKING TITLE OF YOUR SCRIPT/OUTLINE and *attach script/outline document*.]