



Information Sheet

FDS Creative Production

Subject Details

Subject name:	
Academic year and session:	
Subject coordinator/tutor name:	
Subject coordinator/tutor email:	
Subject ethics clearance number: <i>(not required for Creative Production subjects)</i>	

Student Details

Student name: <i>(only one needed per project)</i>	
Student email:	
Student phone:	

Project Details

Project name:			
Project description/logline: <i>(describe your project and its proposed content in one or two sentences)</i>			
Project format and running time:			
Description of FDS subject for which the project is being made: <i>(copy from the UTS Handbook www.handbook.uts.edu.au)</i>			
Distribution/screening platform:	In class	Festivals	Private online portfolio
	Other: _____		

Ethics, Integrity and Informed Consent

Creative Production Projects

(this page is not intended to be handed to the participant, but is for student information only)

The above Information Sheet should be supplied to all parties participating in your project, and together with the FDS Creative Production forms and approval procedures, helps ensure that you adhere to the UTS principles and practices for ethical coursework activities.

A key part of developing a strong professional practice in the Creative Arts is obtaining the informed consent of all parties who participate in your projects. FDS Creative Production forms and systems have been designed to make sure that the participants in your student projects enter into an agreement to work with you, fully aware of what is expected of them and of where the finished work may be screened.

In the Creative Production program we ensure that you are achieving the required level of consent through the following mechanisms:

- **Volunteer Cast and Crew Agreement form**

Use the volunteer cast and crew agreement form to ensure that volunteer actors, documentary participants or crew, fully understand the requirements of the role or crew role that they are agreeing to perform, and the conditions of their participation.

- **Location Request and Agreement Form**

Use the Location request and Agreement form to ensure any property owners or councils whose lands or properties you wish to film on understand what UTS provides in the way of insurances, as well as approximately when and where you will start and stop filming and on which day/s.

- **Script, Schedule and Call Sheet**

The final pieces of the informed consent puzzle are the script, schedule and call sheet/s. Your goal should be to ensure that all participants in your project, from cast through to the entire crew, have read and understood the script, project proposal or treatment, and the production schedule, so that they know what they will be doing, when and for how long. Informed cast and crew are well-prepared cast and crew, and it is in your interest to ensure that your team understand not just what they are doing, but where and when they are doing it.

Students are reminded that people (under 15, over 75) and specific activities (wet sets, filming in moving vehicles, etc) are not acceptable for UTS student productions in first year subjects. Exceptions may be granted on a case-by-case basis in later years.

If a project is being made in a subject with a subject level ethics clearance the number of the clearance *must* appear on the front page of this form.