

# INTIMACY ON SCREEN

CLOSED SET PROTOCOLS



# In a Closed Set

There are policies and procedures regarding closed sets with nudity, simulated sex, and other intimacy content.

- **CLOSED SET** will be marked on the call sheet and the schedule.
- All active monitors will be flagged by the grip department, so they are not visible to anyone other than the designated crew.
- All other monitors to be powered off and unplugged while shooting sensitive scenes. A total of up to 12 crew members can be permitted.

The following crew are permitted to be at a monitor and/or onset during a closed set:

- Showrunner
- Director
- 1st AD
- DoP
- Gaffer (if applicable)
- Camera Operator(s) (if applicable)
- Script Supervisor

- Wardrobe Supervisor
  - Intimacy Coordinator
  - Boom Operator(s)
  - Sound Mixer (if applicable)
  - Costumer(s)
  - VFX (if applicable)
  - Stunt Coordinator (if applicable)
  - Dolly Grip (if applicable)
- If one is not listed above, they are not permitted to be at viewing monitors during closed set scenes without prior permission from the producer, director and the intimacy coordinator on set.
  - The closed set crew list must be declared to the intimacy coordinator by the 1<sup>st</sup> AD before the day of the shoot.
  - If one sees an active, un-tented monitor, they must inform the ADs or the intimacy coordinator.
  - No use of smartphones and cameras around closed sets.

# Crew Brief

- Standard closed set protocols must be followed; essential crew, essential monitors only. Presence on a closed set must demand the highest professional standards. The crew must avoid unnecessary questions and interruptions and follow the call sheet if doubts arise.
- The closed set crew is required to follow requests and instructions from the intimacy coordinator. The producer/1<sup>st</sup> AD must take a few minutes to debrief the crew about the work an intimacy coordinator does, what the scene entails and check if everyone is OK. If a person in the crew feels distressed by content, they may speak to an AD or the intimacy coordinator.

## Protocols:

- **CLOSED SET** will be marked on the call sheet and the schedule.
- All active monitors will be flagged by the grip department, so that they are not visible to anyone other than the designated crew.
- All other monitors to be powered off and unplugged while shooting sensitive scenes.
- A total of up to 12 crew members can be permitted.
- The crew members stated above under closed set protocols are the only ones permitted to be at a monitor and/or onset during a closed set shoot.
- If one is not listed above, they are not permitted to be at viewing monitors during closed set scenes without prior permission from the producer, director and the intimacy coordinator on set.
- The closed set crew list must be declared to the intimacy coordinator by the 1<sup>st</sup> AD before the day of the shoot.
- If one sees an active, un-tented monitor, they must inform the ADs or the intimacy coordinator. No use of smartphones and cameras around closed sets.



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