



INTIMACY COORDINATORS AOTEAROA NEW ZEALAND
TE KĀHUI KAIRURUKU TAUPIRINGA O AOTEAROA

Closed Set Protocols

All closed set protocols will be communicated to actors before the day of filming and reiterated in a safety meeting prior to the relevant scenes.

The closed set procedures are as follows:

- 1. All outside monitors and viewing apps are turned off (if Covid protocols require distancing, specified outside monitors may be permitted).*
- 2. The director/DP monitor is covered by a tent or with flags. Focus puller, sound monitors are turned away or covered.*
- 3. A list of who will be at the monitor will be communicated to the actors before the scene. If anything changes, the actors are notified. All other personnel will be asked to leave.*
- 4. If the scene includes nudity or simulated sex, a SAFETY MEETING is held prior to rehearsal.*
- 5. If the scene includes nudity, a member of the costume department will be assigned to fly in robes for the actors.*
- 6. On "cut," cameras either unfocus/move/or are covered.*
- 7. When a scene begins with nudity, the calls will be: "turn over", "sound speed", "camera set", "mark it", "pulling robes", "action".*
- 8. When a scene ends with nudity, the calls will be: "cut", "robes in", "covered". No one but costume to enter the space until "covered".*

Closed Set Personnel

- Director, 1st AD, DP, producer, writer, intimacy coordinator, script supervisor, camera operator, focus puller, boom operator.
- If needed, one costume, hair, and/or make-up representative may be present at the monitor or called in for touch ups.
- On-set dressers with robes (but not at the monitor unless specified).
- Additional personnel for specific scenes to be specified and confirmed with actors beforehand. (i.e. stunts, props, VFX, etc)

The main tenets we follow are transparency, consent and communication. If something changes, please check in with the 1st AD and/or intimacy coordinator.