E-Module Protocol—UNMC and UNO THEATRE COLLABORATIONS

SCHEDULING ACTORS- MINIMUM 4 WEEKS BEFORE FILMING:

E-mail Dr. Cindy Melby Phaneuf, cphaneuf@unomaha.edu a minimum of one month before desired filming, to schedule a time to discuss your project and casting needs. After the initial discussion by email and/or by phone, send a casting sheet summarizing your needs in terms of gender, ethnicity, age, and type of character 4 weeks in advance of the filming.

Cindy will cast all actors for your project, do not solicit actors directly. If there are specialized needs beyond the actors listed in the Directory of Talented Actors, additional actors can be recruited beyond this talent pool. Ideally, actors are cast as patients or families and medical professionals act as the health care experts. Actors can provide their own clothing/costumes if the dress is modern day clothing. If specialized costumes are needed, additional budget may be required to rent or develop costumes for the desired look.

Budget a minimum of 4 hours at $25 per actor for a filming session AND a minimum of 4 hours at $75 per hour for the acting director, which includes casting and script consultation. The UNMC project director will develop the script based on needs and scope of the project. Filming normally happens during normal business hours, 8 to 5, M-F. In general, Mondays, Tuesdays and Fridays are the least busy days for UNO students. Breaks during the UNO academic calendar are ideal times to film.

2 WEEKS BEFORE FILMING:

Send the script to Cindy (email listed above) 2 weeks in advance. Once actors have agreed to participate, you can contact them through email and/or by phone to more fully discuss your project. Cindy will direct and coach them as to the demands of the role.

ON FILMING DAY:

On the day of the shooting, it is a good idea to read through the script and talk through dialogue, character development, and the behavior/symptoms of what the patient is being treated for, before filming. An open dialogue between the actors, director, photographers and medical professionals ensures a satisfying and satisfactory process that will foster the development of high quality outcomes.

A continental breakfast, water, and/or lunch for filming sessions that last through traditional meal times are much appreciated and help everyone stay energized and engaged.

PAYING UNO ACTORS/ACTING DIRECTORS:

Two separate processes are used to pay contracted actors and acting directors, those who are currently University employees (faculty, work study, staff), and those who are not. Payment documents for UNO actors and acting directors must be sent to Marcia Beer in Academic Affairs for processing.

For anyone who is actively receiving a university pay check through SAP – no matter what campus or position – needs to have the following documentation completed. See attachments.

1) Recurring Payment (aka one time pay) form – signatures required
For anyone who is not active in the university SAP/payroll system, the following signed documentation is needed:

1) Visiting Personnel form
2) W9
3) Attestation form
4) Media Authorization form *see accompanying instructions for use