

BACKLOT GUIDELINES 2026

Please refer to the Backlot policies and guidelines document on MySCAD for a more thorough and detailed list of all rules and requirements.

<https://depts.scad.edu/film-and-television/scad-filming-policies-and-procedures>

HOURS: FRIDAY – SUNDAY 10:00am to 10:00pm (12hrs max)

SCHEDULING

- A Reservation form with only the “Project Details” section filled in needs to be submitted to secure and hold your spot on the calendar. This allows a student project to plan and lock themselves in before finalizing all the details of their shoot.
- Reservations must be **COMPLETED** at least 7 days in advance
- Completed Reservations include:
 - Reservation Form
 - Cast and Crew List
 - Shoot Schedule
 - Production Design Plan
 - Supporting Documents Relevant to the project (Stunt Plan/Lighting Package/Etc.)
- Once the Reservation is completed, it will be submitted for approval.
- Reservations **WILL NOT** be approved unless they have a full list of all individuals on the Backlot. Including but not limited to crew, cast, and extras.
- **ANY** additions/changes (scheduling, personnel, content) must be immediately communicated with Backlot manager prior to the shoot day, no later than the Wednesday before. You can email savbacklot@scad.edu.
- Gates **OPEN** at 10:00am and **CLOSE** at 10:00pm. All equipment and personnel must be out of the lot outside of those times.

VEHICLES AND POWER

- If any production may require power from one of the power distros or vehicles at any point during the shoot day, it **MUST** be requested on the reservation form. This includes uhauls or other vehicles for loading and unloading.
- Only **TWO** vehicles per production will be allowed on the Backlot at any given time for loading or unloading (not including picture cars)
- If misuse of a vehicle is identified by Backlot staff at any point, vehicle privileges will be revoked for the remainder of the production. This includes fast driving, inappropriate parking, being utilized for shooting in an unsafe manner, or other unsafe driving practices.

CHECK IN

- Upon arrival, all members on the approved list of personnel will be required to present their ID to security before entering the Backlot. If your name is not on the list submitted with the reservation, **YOU WILL NOT BE ALLOWED IN.**
- Safety meetings are required **BEFORE** your scheduled shoot time. Please discuss the plan for the shoot day, bathroom locations, and important notes and policies about the Backlot that are relevant to your shoot
- During your safety meeting, a 'Check-In Binder' will be handed to you with pertinent information about the backlot that you can refer to throughout the weekend. These are required to be returned for check out.

PRODUCTION DESIGN

- **ANY** changes or additions to the interiors or exteriors of the shooting locations **MUST** be documented and attached in the reservation and then must be approved. Please describe the goal, or how you will be adapting the space to your needs.

- After the shooting is completed, all furniture and decorations will be returned to its original status/locations. Take pictures and videos before moving anything, if necessary.
- If an accident occurs or something breaks, it is **REQUIRED** that it be documented in the accident report and Backlot staff are notified immediately.

WEAPONS

- **NO WEAPONS OF ANY KIND ARE PERMITTED ON THE BACKLOT WITHOUT PRIOR APPROVAL AND AN ARMORER PRESENT** (including fake weapons or replicas)
- If, at any point, a production fails to adhere to weapon policies or expectations as noted by Backlot staff, the production will cease shooting immediately.
- Any crew or cast member, or Backlot staff, is permitted at any time to inspect a weapon to ensure safety

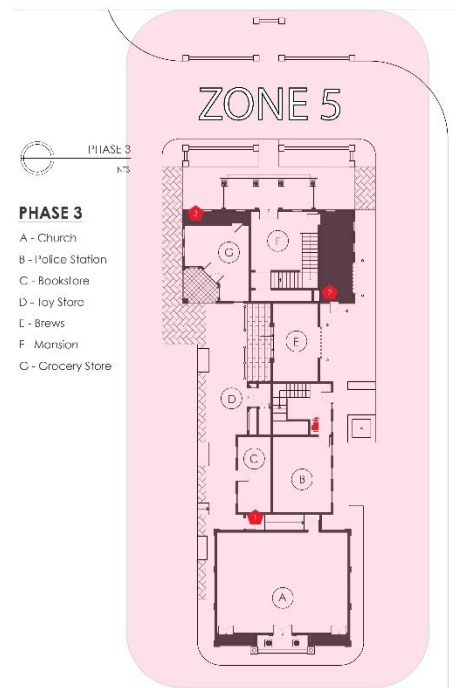
CLEAN UP

- Clean up all garbage, wipe down surfaces and sweep floors in the utilized spaces. There may be a production using the space right after you so be respectful of it.
- Student productions should allow themselves the time to wrap out all equipment and put all set elements back where they belong **BEFORE** the backlot closes at 10:00pm.
- Please make sure to make the on-site staff aware of your departure and return your Check-In Binder.

Zone 1
Apartment 01
Inn
Hardware Store
Hotel
Pub
Cafe
Apartment 02
Hospital
Boutique
Gallery
Barber Shop

Zone 2
Bank
Subway
Financial Building 02
Apartment Lobby

Zone 3
Brownstones
Financial Building 01

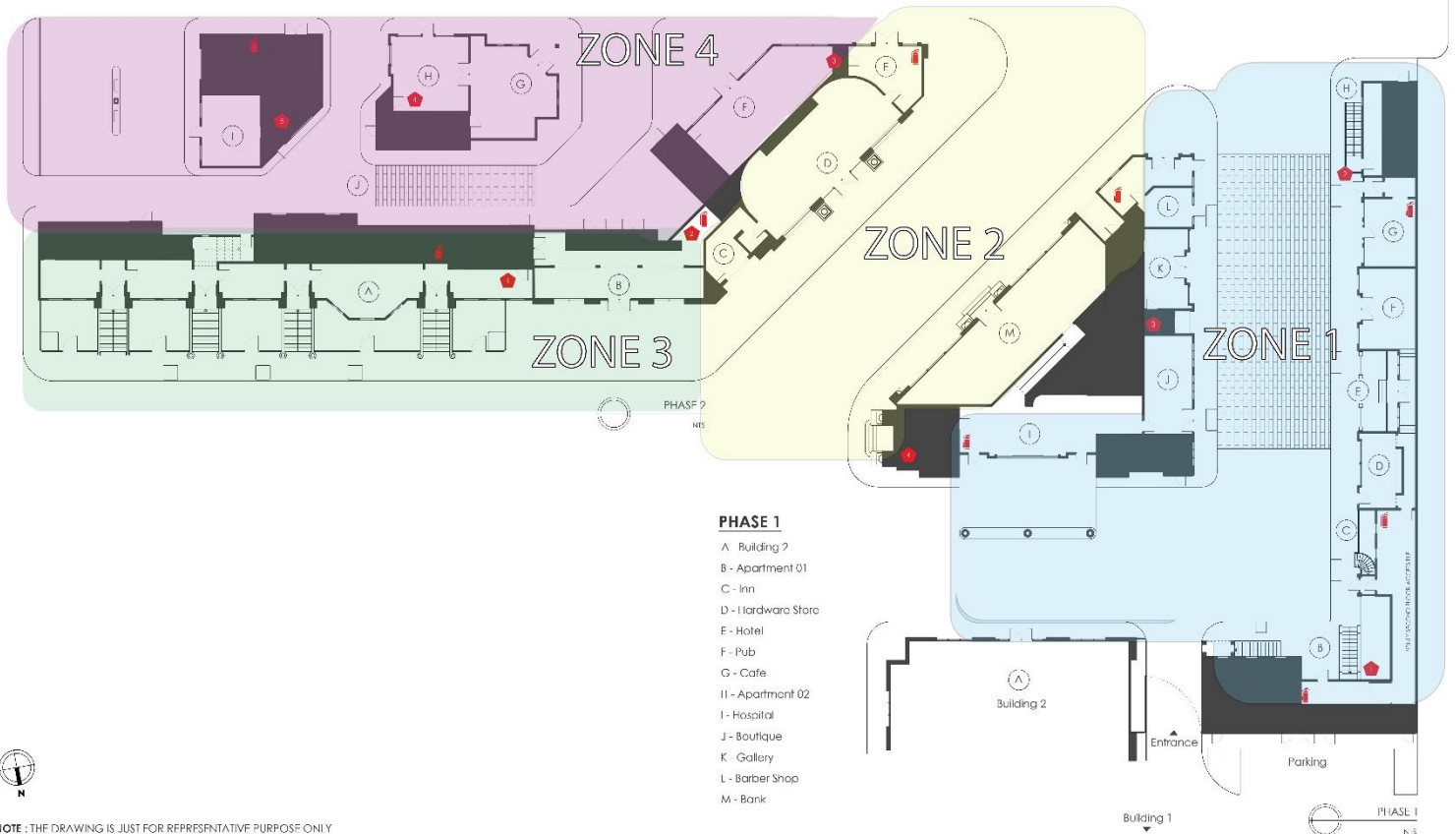


PHASE 2
A - Brownstones
B - Financial Building 01
C - Subway
D - Financial Building 02
E - Apartment Lobby
F - Restaurant
G - Flower Shop
H - Boutique
I - Gas Station
J - Alleyway

Zone 4
Restaurant
Flower Shop
Boutique
Gas Station
Alleyway

Zone 5
Church
Police Station
Bookstore
Toy Store
Brews
Mansion
Grocery Store

Power Location
Fire Extinguisher



NOTE: THE DRAWING IS JUST FOR REPRESENTATIVE PURPOSE ONLY

BACKLOT

Location:
SCAD Film Studios
2315 Louisville Rd.
Savannah, GA 31415

Backlot Reservation Form

Version 3.0 / Effective Date: 03.23.26

REQUESTOR INFORMATION

LEAD PRODUCER: _____

EMAIL: _____

PHONE: _____

PROJECT DETAILS

PROJECT TITLE/CLASS: _____

TODAY'S DATE: _____

FILMING DATE(S): _____

RESERVATION TIME (Start to Finish)

FRI: _____ SAT: _____ SUN: _____

(Backlot opens **strictly** at 10:00am and closes **strictly** at 10:00pm Fri-Sun)

SHOOT SCHEDULE

LOCATION (ZONE)	DATE	TIME IN:	TIME OUT:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(For more elaborate schedules, please submit a separate breakdown)

Zone Details

- Please refer to the map attached at the beginning of this document to indicate which zone you'd like to reserve.
- To avoid production overlap and to lower potential sound and space issues, please try to limit your production to shooting in one zone at a time.
- Each Zone includes a set number of locations within close proximity to each other.
- Any space within your reserved zone may be utilized by your production.

Building 2 Hair and Makeup/Dressing Rooms Required: (Yes / No): _____

SPECIAL CIRCUMSTANCES

(Circle those that apply)

STUNTS: (Yes / No)

WEAPONS: (Yes / No)

ANIMALS: (Yes / No)

SFX/Practical Effects: (Yes / No)

If you circled "Yes" for any of the above, please fill out the 'Special Circumstances Continued' section at the end of this form

PRODUCTION DESIGN

(Circle those that apply)

Will you be **adding** furniture/props/art to your location? (Yes / No)

Will you be **moving** furniture/props/art around your location? (Yes / No)

Will you be **removing** furniture/props/art from your location? (Yes / No)

If you circled "Yes" for any of the above, please fill out the 'Production Design Plan' section at the end of this form OR submit your own detailed plan.

POWER AND LIGHTING

(Circle those that apply)

Will you need additional power pulled by an on-site Backlot Staff? (Yes / No)

Will you need specific environmental lights turned on or off? (Yes / No)

Will you need a hose for a wet down? (Yes / No)

- Please fill out the “Lighting Package” section at the end of this form so we can plan to accommodate.
- Backlot equipment can only be reserved and utilized by students who have completed the ‘Advanced Lighting Two’ course material.

VEHICLE USE

Will there be vehicles used for picture on the backlot? (Yes / No)

Will there be vehicles used for hauling equipment onto the backlot? (Yes / No)

- Only **TWO** equipment-hauling vehicles can be on the lot at a given time.
- The Vehicle(s) must be insured by its owner, and the owner must remain on set.
- The Vehicle must have half a tank of gas or more while on set.
- Moving Picture Vehicles must be listed as **STUNTS** and stunt coordinator presence is required.
- Ramboard or similar must be laid down if the vehicle is suspected to leak.

<i>Make</i>	<i>Model</i>	<i>Plate Number</i>	<i>Owner/Renter Phone #</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AGREEMENT

I have read, understand, and agree to the information on this form and the accompanying Backlot Guidelines Form for film on the backlot.

SIGN HERE: _____

Special Circumstances Continued

STUNTS

Description

Stunt Coordinator: _____

(Please attach official certification)

WEAPONS

Description

Armorer: _____

(Please attach official certification)

ANIMALS

Description

Animal Wrangler: _____

(Please attach official certification)

SFX AND PRACTICAL EFFECTS

Description

SFX Coordinator: _____

(Please attach official certification if necessary)

Production Design Plan

Additions of props/art/furniture

-
-
-
-
-
-

-
-
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-
-
-

-
-
-
-
-
-

Description

Moving/Removal of existing props/art/furniture

-
-
-
-
-

-
-
-
-
-

-
-
-
-
-

Description

Cast and Crew List

[illegible]

LIGHTING PACKAGE

FIXTURES / KITS

QTY

FAQ

Q: Can we put equipment on the roof/second/third floors?

A: No. Students and equipment are not permitted to be in any location outside of the shootable spaces on the backlot.

Q: Can we drive our uHaul onto the backlot?

A: Yes, but any vehicle, including equipment-hauling vehicles, must be listed on the Reservation Form.

Q: Can we use our haze/fog machines?

A: Haze and fog machines are permitted in outdoor spaces but must be approved for indoor locations so as to not set off fire alarms.

Q: Can the AC be turned off?

A: No. Air conditioning is controlled via a centralized location across the campus, and the backlot is still considered a campus facility.

Q: Can we implement our own production design in the spaces?

A: Yes, but any production design elements must be discussed and documented, and more elaborate production design elements must be submitted for approval.

Q: Can I Scout/prep the location ahead of my shoot?

A: Yes. However, scouts and preps still need to be scheduled. Please schedule a date and time with our coordination team.

Q: Can I shoot later than 10:00pm?

A: No, the front gate must close strictly at **10:00pm**.

Q: Can my friend visit me while I'm shooting on the backlot?

A: No. Any person(s) not on the list for the scheduled production will not be permitted to enter the backlot.

Q: Can we eat lunch on the backlot?

A: No. Whereas crafty and small snacks are allowed on the backlot, lunch must be eaten outside the gates. We have a limited number of trashcans on the lot which can only facilitate a small amount of trash and the space needs to remain clean for productions that are reserving the space right after you.

Q: Can I use a weapon as a prop?

A: **NEVER** bring any kind of weapon, real or fake, without having a dedicated and approved armorer on your crew to facilitate the proper handling and safe-use of it.

Q: What if I have a question about one of the locations on the backlot or have a policy question?

A: Before the shoot, feel free to email savbacklot@scad.edu and someone will respond to you there with an answer to your question. If your question is during your shoot, there will **always** be an on-site staff there to support you.