

[Filmmaker's Name]
[Filmmaker's Address]
[Production Company]

[Date]

To the parents/guardians of

.....
Your child has been offered a cast/crew role in [Name of production].

This letter tells you what to expect during the production, and how to help your child prepare.

Before the shoot

- ▶ If the film shoot happens during school hours, you must tell the school that your child will be absent.
- ▶ You will need to make sure that your child travels safely to and from set.
- ▶ We will meet and discuss the Agreement before asking you and your child to sign it.

During the shoot

We aim to create a safe and happy film set:

- ▶ Your child must have an adult to care for them on set at all times. This can be you, or I can arrange for a supervisor to care for your child.
- ▶ I will provide information to all adult cast and crew about how to behave when children are on set.
- ▶ Your child must sign in when they arrive and sign out when they leave the film set.
- ▶ I have Public Liability and Volunteer Accident Insurance policies in place. Please ask if you would like to see a copy.

Film sets are busy places. Here are some things that you and your child can do to help keep the film set safe and enjoyable

- ▶ Arrive early, sign in and meet with your child's supervisor
- ▶ Stay with your supervisor. If you have a question, ask them!
- ▶ There will be times when you are not on set. Bring something quiet to do – a book, iPad and headphones etc.
- ▶ Do not move any equipment or props

- ▶ Walk – don't run
- ▶ You need to be quiet when you are on or near the set
- ▶ Do not bring other people or animals to set

We look forward to having your child join us on set and hope that they enjoy the experience. If you have any questions, please contact me by email or phone.

Warm regards,

[space for to sign here]

[Filmmaker's Name]

[Contact email]

[Contact phone number]