

Grad Film Thesis - Production

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Thesis Production

Thesis Production Allotment

All students are eligible for the thesis allotments as outlined in the [Thesis Allotment Guidelines](#). The financial allotment provided for a thesis production is ordered upon completion of the production review.

Additionally, thesis productions are eligible to receive an equipment allotment of up to 12 days. Equipment is based on availability at the time of check out, and is subject to change. Picksheets with available equipment options are on the [Kanbar FTV page](#).

All students with an equipment production slot are guaranteed a camera, lenses, sound and G&E. For Fall 2025 and Spring 2026 curricular thesis only, camera options include: an Alexa Mini or Sony Venice I, Alexa Classic or 16mm SR camera (as available). All equipment is checked out and returned to NYU for thesis productions, except the Alexa

Mini or Sony Venice I camera which are currently checked out/in at AbelCine in Brooklyn. For Summer 2026 only: Students can request one of our teaching cameras (which will be used for summer production when they are not used in classes) - this is either the Sony Venice 2 or the Arri 35 camera. The other options are the Alexa Classic or the 16mm SR camera. All summer equipment will be checked out and returned to the 9th floor NYU Production Center directly.

Matriculated students who do not use their NYU equipment allotment forfeit a thesis equipment production slot. Students are not required to use NYU equipment and may elect to secure independent equipment at their own expense. All thesis productions, whether using NYU equipment or independent equipment, will receive production insurance upon completion of a successful production review.

While thesis students are eligible to film up to 12 days, the average thesis shoot is five days. A day off is required after six consecutive days. All travel must be factored into the 15 day thesis production slot and additional days are not permitted for travel. Students who wish to shoot a longer production will need to collaborate and join slots, see [Area of Focus Guidelines](#) which outlines the process.

How to Request a Thesis Production Slot

Students who wish to film a production for their thesis will develop a script and meet with their Thesis Advisor to discuss the project.

Thesis Advisors will first confirm the project's readiness to move into pre-production by completing the [Thesis Advisor Production Readiness Form](#). Then, **thesis students** will complete the [Thesis Student Production Readiness Form](#) to request a thesis production slot.

*Once **both forms are submitted**, the student will be assigned a thesis production slot as well as a Thesis Production Committee meeting date/time. Slots will be offered based on the order upon receipt of both forms. Readiness forms may be submitted at any time;*

however, production slots are reserved on a first-come, first serve basis, and are based on availability. Once a production slot is assigned, rescheduling is not guaranteed. Submitting forms by the Readiness Form target dates will allow you the best opportunity to secure the dates you wish to film your upcoming production. *Production dates within any specific month are not guaranteed.*

For Production Slots*:	Readiness Forms submission DEADLINE:	Schedule lock date:
Nov - Dec 2025	Sept 10 for Nov-Dec	Sept 12 for Nov-Dec
Jan - Feb 2026	October 10, 2025	Oct 14, 2025
March - early May 2026	December 3, 2025	December 5, 2025
Late May - July 2026	March 3, 2026	March 6, 2026

* Students requesting dates **must be eligible to matriculate.**

Prior to the schedule lock date, students are eligible to move to an open slot as the schedule allows. Email the [Head of Production](#) to inquire. Students will be required to film within the allocated thesis production slot. Only in extreme circumstances (forces of nature) may a student appeal to the Chair to request an exception, but rescheduling with equipment provided is not guaranteed, and is based on availability. Contingency plans for weather, loss of locations, loss of actors or crew, and equipment problems must be developed during pre-production. Pick ups may be requested after the slot and scheduled to take place prior to graduation only (see below.)

Thesis Pre-Production Committee (TPC)

Once students have a production slot, they will be assigned to a Thesis Pre-Production Committee meeting date/time. The Thesis Pre-Production Committee (TPC) meeting usually takes place 4-6 weeks prior to the production slot, although students can request to meet sooner if they are ready. *(All summer productions will be scheduled to meet with the TPC in spring while faculty are still in session.)*

Two weeks ahead of the meeting, students will submit a script, preliminary schedule and budget (**Movie Magic format is required**) to the committee.

During the meeting, students will get notes on their script and talk through the production elements. All Thesis productions must complete a Thesis Pre-Production Committee meeting. Projects that are ready to begin pre-production will have the production slot confirmed.

Thesis Production Committee meeting dates for AY26:

Dates for Fall TPC meetings are 8/29 and future meetings are not yet scheduled.

Note: Students filming summer productions are required to meet the prior April/May as faculty are away in the summer months.

Students who wish to collaborate on a thesis production (this is an established collaboration between a director and a DP, Producer or Editor) must discuss the collaboration in detail during the meeting. Collaborations require prior approval by the Chair. [See Thesis guidelines](#).

Thesis Production Guidelines

All production will follow applicable [Grad Film Production](#) guidelines.

Students will be paired with a Production Advisor for their project. Students are responsible for setting and meeting production review deadlines as well as preparing the materials for the review process. All thesis productions must complete a thorough production review and be insured by NYU to be considered a curricular thesis production. Students are not permitted to use footage filmed independently in a curricular project.

Students who complete a successful production review can begin production. All thesis production, including pick ups, must be completed prior to the date of graduation.

For all thesis productions, it is required for the director to appoint an NYU producer to act as a liaison during the insurance production review process. Directors can serve as a producer, but cannot be the sole NYU producer assisting during the review process. Non-NYU Producers cannot represent the director during the production review process, but are welcome to work on set, and assist in other ways. Ultimately, the Director is responsible for the material presented in the production review, and is the person responsible for appointing an NYU Producer to assist them. We highly recommend your NYU Producer also assists you on set as well.

Shortening a Slot

To shorten an existing slot, or inquire about changes to check in/out times, email [Barbara Jacobs](#) directly. All requests require a minimum of 24 business hours notice, and are subject to availability. (Weekend days are not business days.) Directors are responsible for knowing when their check in/out is scheduled and to be on time. Please keep in mind that fees will be assessed for late arrivals or having less than the minimum 4 crew members present.

Fall 2025/Spring 2026: Students selecting the Alexa Mini or Sony Venice I camera may need to secure additional crew to check out/return the camera and equipment to AbelCine in Brooklyn. AbelCine check outs are scheduled for noon on the same date as the NYU check out, and the return is by (or before) 10am on the return date. AbelCine opens at 9am.

The Production Office is open Monday - Friday, 9am to 5pm. Reservations can be changed during business hours. Emails received at night or over the weekend will be responded to during business hours.

Slot Cancellation

If, for any reason, a student wishes to cancel a production slot and graduate in an Area of Focus, they may do so. Once the equipment production slot is canceled, it is forfeit. *Only in extreme circumstances (forces of nature) may a student appeal to the Chair to*

request an exception, but rescheduling with equipment provided is not guaranteed, and is based on availability.

Pick-ups and Reshoots

Thesis students are eligible for 3 additional allotment days for the purpose of pick-up shots and reshoots with permission from the Chair. Pick-up and reshoot days can only be requested after principal shooting has been completed and filmed before the date of commencement. (Pick-up shoots should not be considered an extension of principal photography or a way of bifurcating production dates.) Equipment availability for reshoots is not guaranteed, and is scheduled on a first-come, first-serve basis.

Production Black Out Periods

Production equipment is not available during Production Black Out periods which take place approximately:

- Mid-December through early January (when NYU administrative offices are closed)
- End of Spring term until the start of Summer term (= early/mid to late May)
- End of Summer term end until the start of Fall term (= August to early Sept)

Thesis Crewing - minimum requirement

All thesis students must crew on at least two additional thesis productions as part of their degree requirements. *Crewing on one full 3rd Year Spring Production*

*Design/Acting collab project can be counted towards **one** of the thesis crewing requirements.* In special circumstances, this requirement can be waived by the Chair with advance notice.

Thesis Drop-In Equipment

Drop-In equipment is available for all matriculated thesis students who have a valid [CSI policy](#). Students must register their current CSI policy annually with the Production Office to use NYU equipment and secure production insurance.

Thesis Consultation

If you have general thesis questions, please email the Head of Thesis: John Tintori to schedule a time to speak.