

Date: [Insert date here]

To: All cast, staff, and crew

From: [Insert name of sender here]

Re: CLOSED SET POLICIES AND PROCEDURES

We want to remind everyone of our policies and procedures regarding closed sets with nudity, simulated sex, and other intimate content.

- CLOSED SET will be marked on the call sheet.
- All active monitors will be flagged by the grip department (including 1st AC's monitors) so they are not visible to anyone other than designated crew.
- The following crew are permitted to be at a monitor and/or on set during a closed set:

Director

1st AD

DP

Gaffer

Camera Operator

1st AC

Boom Operator

Intimacy Coordinator

DIT

Video Assist

Sound Mixer

Script Supervisor

Makeup Artists

Hair Stylists

Costumers

VFX (if applicable)

Stunt Coordinator (if applicable)

Dolly Grip (if applicable)

- **If you are not listed above, you are not permitted to be at viewing monitors during closed set scenes.**
- If you see an active, un-tented monitor, please inform the AD's or our Intimacy Coordinator.
- Please refrain from using smartphones and cameras around closed sets.

We are committed to providing a safe, private environment during these scenes and appreciate your continued cooperation and understanding.