

## CLEARANCE REPORT POLICIES.

1. **There will be no mention in this report of characters not identified by name, (waiter, reporter, etc.) unless they are featured characters. Each character, business, or institution name which does not clear will be followed on the report by a choice of 2 or more clear names, inspired by the original name.**
2. **A location agreement is advised whenever an actual business or institution name is used. Where applicable, it should include the name and/or logo on signs, paperwork, menus, etc. Names will be given to unnamed generic location, such as “motel” or “hospital.” All cast, business, and institution names are checked for the city and state locale indicated in the script. If there is a change in locale after the report has been completed all names specified must be re-checked. There will be a charge of half the cost of the original report to prepare the new report.**
3. **Research will review all revisions of the script without charge when an asterisk (\*) is used to indicate all changes from the draft on which the report was composed. Research will, however, charge for new names or items in rewrites at just \$10. per name. Research will provide clear replacement names whenever requested, at that same price.**
4. **Advise avoid identification of any working phone number by use of the prefix, 555. followed by four numbers between 0100, and 0199. Advise avoid use of any protected ringtone or sound-effect.**
5. **Commercial identification of products is not a problem in feature films, provided they are not presented in a derogatory, violent, or distasteful context.**
6. **Presume all computer and technology-related content will be created especially for this production and will not duplicate any copyrighted or protected material. If not, advise avoid identification of any proprietary software program, software, and/or hardware manufacturer’s name, e-mail address, service-provider; website address; or web-hosting service, unless permission has been obtained from each business identified. NOTE: Advise avoid identification of actual social media and/or search engines, without permission according to each site’s film usage guidelines. Sites include Facebook, Twitter, My-Space, YouTube, Instagram, Flickr, Google, Google+, Skype, Yahoo, etc.**