



## Demo Material Policy

Stargate Studios Malta will provide artists with original plates and final renders of shots to be used for personal demo reels showcasing their work.

### SHOT SELECTION

Artists are personally responsible for placing copies of their suggested shots (source and render) in their 'people' folder in the 'P' drive to facilitate the process. Shot material can be sourced directly through *Shotgrid*. An export of these shots needs to be prepared on the studio workstation, placing the Stargate logo to the bottom right of each shot. A reference of where the logo should be placed can be found through the following path: *W:\Stargate-reels\artist-demo-reel-resources*

Special attention should be given to reel shot selection:

- Artists are to select shots that appear in the released version of the project. Shots omitted from the final screening should never be publicly released.
- Lead actors in film and television projects may have clauses in their contracts that give them final approval over how their images are used. Any unauthorized use of an actor's image by an individual artist could result in legal action or industry blacklisting of both the visual effects company and the individual artist. Original plates of a lead actor cannot be shown in demo reels without the written consent of the show's VFX Producer.
- Artists are to select no more than 10 shots per project/season. This is enforced to encourage artists to choose their best work for use in their reels.

### SHOT DELIVERY

Artists should never offload copies of material, shots and/or elements onto personal drives. The Stargate Studios Malta workflow and working files are the property of the studio and are not to be taken without permission.

Once the selection is approved, artists are required to present their exported reel, with the Stargate logo burn in, to the VFX Production Manager. Shots will be distributed to artists once the episode/project in question has been publicly released. Shots without the stargate logo will not be released from the studio. This is to ensure that shots in personal reels have been approved by Stargate Studios Malta. The watermark should always be featured in the individual's demo reel.

Shot Breakdowns that are scheduled by the VFX Production Manager and created during office hours remain property of Stargate Studios Malta and can be used for official company showreels. Any additional "builds" or shot breakdowns that utilise intermediate materials to demonstrate how a shot was executed should be worked upon at the studio after office hours and must be approved by the show's VFX Production Manager before distribution.

Material will be backed up on LTO tapes upon project completion. It is important that artists organise material and plan ahead of time especially in cases in which they plan to create VFX shot breakdowns for any particular shot to make sure that elements are still available on the network. It is important that

any files needed for reels are stored whilst the project is still live on the network since artists will not have access to these files after backup.

Failure to communicate clearly with the VFX Production Manager regarding shots taken from the Stargate Studios Malta network will be considered as a violation of this policy, in breach of the Confidentiality Clauses in the engagement contract, and could result in disciplinary and/or legal action leading up to and including termination of employment (see Disciplinary Policy & Procedure).

## DECLARATION

*With my signature below, I affirm that I have read and understood this policy document as set by Stargate Studios Malta and that I will adhere to these conditions.*

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

**VFX Artist**

**VFX Production Manager**

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