

Penguin Entertainment | CAST & CREW ONBOARDING GUIDE

Production: *Last Level*

Parent Company: Drixian

Welcome to the production of *Last Level*! We are incredibly excited to have our cast locked in and to begin bringing this psychological sci-fi thriller to life. To ensure a smooth, professional, and safe shoot, please review the following guidelines.

1. Set Safety Protocol

Safety is our absolute priority on the set of *Last Level*.

- **Simulated Action:** Any physical movement, stunt, or action sequence must be blocked out and approved by the director before cameras roll. Do not improvise physical stunts.
- **Report Hazards:** If you see a loose cable, unstable prop, or any potential hazard, report it immediately to the crew.
- **First Aid:** A first aid kit is located at the production table. Report all injuries, no matter how minor (even small cuts), to the production coordinator immediately.

2. Code of Conduct

- We maintain a professional, respectful, and collaborative environment. Harassment, discrimination, or unsafe behavior of any kind will result in immediate dismissal from the set.
- Please arrive on time. On a film set, "15 minutes early is on time; on time is late."

3. Paperwork Submission

Before you are permitted to step onto the set for your first day of filming, you must submit:

1. A signed copy of your **Liability & Release Agreement**.
2. Emergency contact information.

Thank you for dedicating your talents to *Last Level*. Let's make something incredible!