

KENNINGTON

CREATIVE GROUP

With the progression of the response to the COVID-19 virus pandemic, Kennington Creative Group companies (Fortemus Films, Maia Films, Kennington Film Studios, Toa Television and Croga Studio Builds) have been preparing to ensure that our businesses can still operate despite social and travel restrictions. We are following the advice of the Government and Public Health England, and are reviewing our policy on a daily basis.

As a business we are still open! The office and studio might be operating at reduced hours while staff work from home, but we are very much hard at work. We started home trials in mid March and these had been a success prior to the directive to avoid non-essential travel. Our phones have been redirected so you should be able to get through to people on the usual numbers.

The following is a snapshot of what we have in place to offset any impact on project timelines, risk of infection for staff and visitors, and the ability to deliver new and existing work over the coming weeks.



Daily Comms:

We are using **Zoom** as a webinar/virtual meeting room. Staff check in for a daily briefing each morning, and it has the same energy as our on-site meeting. This is where we check in on everyone's projects, deliveries, plans for the day and we co-ordinate work and media management. Plus, we get to chat as a group and share stories from the lockdown.

Other tools that we use for comms are **Slack** and **Google Hangout**. There are so many communication tools and platforms these days that everyday comms are as efficient when you are working remotely as being face to face in the office.



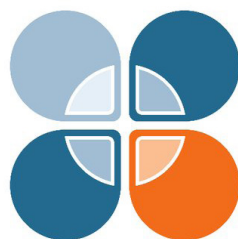
Systems:

FarmersWife: It has an unusual name, but it's our Production Management software that tracks every project, staff member, freelancer and piece of kit, we even use it to book our meetings and car parking. FW is online, so whether we are in the office or at home we have equal access to all of the data for all of our productions. This system allows us to track time and budgets too, plus, there is an App so we can access it from our handheld devices.

Edit Share/Media Management: We have a 90TB server called Edit Share, this means we have secure media to work from, with footage backed up on and off site using LTO tapes. We can access the server remotely when required, though we usually use one of our 50+ hard drives to take media home for remote working. We have arranged for editing stations to be delivered to our staff's houses so they can work from home as effectively as if they are in the office.

Live Editing Screen Share: We have used screen sharing for international clients before, and it will be very useful for people wanting to sit in on edits without having to travel to the suite. It's tried and tested, let us know if you would like us to offer you this solution. We are using it effectively for recording VO's at the moment.

Frame.io: If you have worked with us before you should be aware that we use frame.io for all of our post production sharing. It's a bespoke platform for reviewing edits, consolidating feedback and comparing versions. It is also how we deliver master files, or presentation films. This platform also has an app, so all staff can access it from work, home, or the park as part of their daily workout.





Client Services:

All of our client service comms are consolidated on **Zendesk Sell**. This platform means any of the Sales or Account Management team can access any of our jobs, pitches or tenders. Should a member of the team be taken ill, another member of the department should have all of the client information to date at their fingertips.

Google Drive:

We have all of our master files, project paperwork, contracts, scripts, storyboards, mood boards and everything in between stored centrally, by job number and hosted in the cloud for access anywhere online. This means our Creative, Production and Filmmaking teams, as well as the other departments can access all of our files, at the same time, from anywhere. We make use of a lot of live documents, which you may have experienced on your projects for timelines and tracking. Rest assured that the cloud centre is bomb and fire proof, so all of our confidential data is perfectly secure, and virus free.

Human Resources:

We are all human, and therefore any of us could be taken ill. This is why we have all of the platforms and tools mentioned above. We centralise our information, and we share it. Should a member of your production team be taken out of action through illness, all of the information we need to hand it to another team member is already in place. Further, we buddy people up, so people are already briefed in on each other's projects should something occur.

Studio & Location Filming:

We have introduced a number of measures to ensure our controlled studio facility is safe to shoot in. These measures have been planned with the utmost care, keeping the health and safety of our team and crews at the forefront of our practice:

- Increased cleaning throughout the studio complex at 373 Kennington Road, that includes regular sanitising of door handles, push button entry systems, taps etc.
- Filmmakers & staff to wear proper fitted face masks and sanitised gloves if requested by our clients.
- Filming equipment (especially radio mics) to be sanitised.
- No direct physical contact to take place with any studio visitors.
- Use of hand sanitizer, and hand washing products to encourage regular hand hygiene.



What If?:

Should there be a total lockdown, of course that means we can't be out and about filming – but there is a lot we can achieve to satisfy your video production needs. You should think animation, re-edits and podcasts. Post-production is very doable remotely, and we have the resource to provide many production services even if you, and we, are locked in our homes. Better still, we can help your business with video hosting, live-streaming and webinars either as a pop-up or a bespoke studio to ensure that you keep up your comms despite any potential business restrictions. Speak to our specialist company Croga Studio Builds for more information about these services or visit: www.crogastudiobuilds.com

Cancellation Fees:

Given the current situation we have amended our terms and conditions in relation to cancellation. Should the government restrict movement resulting in the need to cancel a studio booking, we will rebook the shoot on a future date and/or refund the fees if cancelled more than 24 hours before the booking.

To Sum Up:

This is an unusual time, but we must carry on our business and personal lives. We have made preparations as best we can, and remain committed to providing you with Brave Films, Crafted with Care be it from the office, or home.

If you would like any further clarification on the above, please don't hesitate to get in touch via your Account Manager, or contact Rob.Jowers@Fortmemusfilms.com or Ged.Cleugh@Maiafilms.co.uk