



Student and Faculty Filming Application Form (For film, video, digital recording and still photography projects)

The information below must be completed in full:

If you are a University of Michigan student, faculty or staff member and wish to film for academic purposes on campus, the University of Michigan Film Office will help you facilitate your shoot. Please provide the information below so we can expedite arrangements to clear facilities for you. We will need three weeks notice prior to your first date of filming.

OVERVIEW:

Date Form Is Submitted:		Date Filming Begins:	
Requestor Name:		Email:	
Phone #:		Cell #:	
Department:			
Faculty Advisor:			
Authorized Primary Contact:		Email:	
Phone #:		Cell #:	

PRODUCTION TYPE:

<input type="checkbox"/>	Development video	<input type="checkbox"/>	Promotional Piece	<input type="checkbox"/>	
<input type="checkbox"/>	Documentary	<input type="checkbox"/>	Interview	<input type="checkbox"/>	
<input type="checkbox"/>	Video Clip	<input type="checkbox"/>	Short Film	<input type="checkbox"/>	
<input type="checkbox"/>	TV Episode	<input type="checkbox"/>	Feature Film	<input type="checkbox"/>	
<input type="checkbox"/>	Still Photography	<input type="checkbox"/>	Other (describe):		

PRODUCTION OVERVIEW:

Project Title:	
Date filming/photo shoot begins:	
Number of shooting days:	
Number of crew:	
Number of cast:	
Number of vehicles (private/commercial):	

Additional Details of Film:

(Check all that apply)

	Describe the basic premise and plot of the film or segment			
	Will any special effects be used?			

Equipment to be used:

(Check all that apply)

<input type="checkbox"/>	Camera cars	<input type="checkbox"/>	Camera crane	<input type="checkbox"/>	Camera dolly on pavement
<input type="checkbox"/>	Camera dolly on track	<input type="checkbox"/>	Car(s)	<input type="checkbox"/>	Car with ext camera mount
<input type="checkbox"/>	Cherry picker	<input type="checkbox"/>	Cranes	<input type="checkbox"/>	Forklift
<input type="checkbox"/>	Generator	<input type="checkbox"/>	Hazard materials	<input type="checkbox"/>	Lighting stands
<input type="checkbox"/>	Rain machines	<input type="checkbox"/>	RVS	<input type="checkbox"/>	Scaffolding
<input type="checkbox"/>	Smoke/fog machines	<input type="checkbox"/>	Snow machines	<input type="checkbox"/>	Trucks
<input type="checkbox"/>	Other (describe):				

Site Location(s) Requested:

Location 1:					
Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Cleanup of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 2:					
Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Cleanup of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?

<input type="checkbox"/>	Additional special needs:
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Location 3:

Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Cleanup of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 4:

Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Cleanup of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 5:

Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Cleanup of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

Location 6:

Date(s) at this site:					
Set up time will begin:					
Start time of production:					
Estimated end time of production:					
Cleanup of site will be completed by:					
<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?
<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

<input type="checkbox"/>	Amplified sound?	<input type="checkbox"/>	Electrical needs?	<input type="checkbox"/>	Food?
<input type="checkbox"/>	Parking location?	<input type="checkbox"/>	Signs of any kind?	<input type="checkbox"/>	Solicitation of any kind?

<input type="checkbox"/>	Sprinkler system on/off?	<input type="checkbox"/>	Stage?	<input type="checkbox"/>	Site alteration?
<input type="checkbox"/>	Tent?	<input type="checkbox"/>	Vehicles on site?	<input type="checkbox"/>	Water supply needed?
<input type="checkbox"/>	Additional special needs:				

NOTE: Any additional location sites need to be listed on an attachment!

If you require any services from the University to produce your film, including locating the set within a facility that charges rent for its use, or electrical alterations, you agree to reimburse the University for actual costs and charges.

The below-signed acknowledges that he/she will comply with the requirements described on the Guidelines and Requirements page. The below-signed agrees to update the information described above as production plans change:

Authorized Representative SIGNATURE:		Authorized Representative Printed Full Name:	
DATE:			

For further information, please contact:

The University of Michigan Film Office
Office of the Vice President for Communications
 Fleming Administration Building
 503 Thompson Street
 Ann Arbor, MI 48109-1340
 Phone: (734) 763-5800
 Fax: (734) 936-0775

or

Office of the Associate Vice President for Facilities & Operations
 Fleming Administration Building
 503 Thompson Street
 Ann Arbor, MI 48109-1340
 Phone: (734) 615-9075
 Fax: (734) 615-6876