

## FILMING OR PHOTO-SHOOT REQUEST FORM

<b>NAME</b>		<b>COMPANY</b>	
Address		Address	
City		City	
State		State	
Zip		Zip	
E-mail		E-mail	
Phone cell		Phone cell	
Phone office		Phone office	
Who will sign the permit?		Other contact person	

TYPE OF ACTIVITIES REQUESTED: Initial tour  Tech scout  Filming  Prep  Strike  Photo shoot

TYPE	DATE AND HOURS	DATE AND HOURS	DATE AND HOURS
INITIAL TOURS			
TECH SCOUT			
PREP			
FILM			
STRIKE			

Total Prep days \_\_\_\_\_ Total Film days \_\_\_\_\_ Total Strike days \_\_\_\_\_

Where do you want to film? \_\_\_\_\_

What best describes the look or location? \_\_\_\_\_

Provide us a very brief synopsis and purpose:

Describe the activity briefly:

How many in your cast and crew? \_\_\_\_\_

How many trucks/mobile homes/etc. \_\_\_\_\_ and vehicles? \_\_\_\_\_

Do you have a generator? \_\_\_\_\_ CAUTION-KEEP EXHAUST 50 FEET FROM BLDGS OCCUPIED BY PEOPLE

Where will it be placed? \_\_\_\_\_

Are there any special effects? \_\_\_\_\_

What special trades will be there? Medic  Pyrotechnics  Animal handler  Firemen  Police  Gun handler

Special effects expert  Haz Matt expert  Traffic control

- 1) Will you use pedestrian traffic cross over's for fly over's for cabling?
- 2) Will you use stanchions or cones to direct film staff to and from location?

3) Please review the list below to match your scope of usage and address each item. Help us help you by addressing each item **AS APPLICABLE**. PLEASE NOTE: which items will need to be turned on or off, moved, removed or what added facilities you may need OR which ones you will be bringing:

- a. Public Water Fountains \_\_\_\_\_
- b. Public Address System \_\_\_\_\_
- c. Exit alarm doors \_\_\_\_\_
- d. Air Conditioning \_\_\_\_\_
- e. Water Fountains \_\_\_\_\_
- f. Restrooms (will you bring your own?) \_\_\_\_\_
- g. Courtyard patio plans \_\_\_\_\_
  - i. Tables need to be removed (as applicable) \_\_\_\_\_
- h. Helipad Use Yes \_\_\_ No \_\_\_
  - i. Will you have helicopters landing? Yes \_\_\_ No \_\_\_ How many landings? \_\_\_\_\_
  - ii. Helicopter insurance required \_\_\_\_\_
  - iii. An elevator blanket is required at HQ high rise building to mitigate exhaust.
- i. Lighting
  - i. Will you need to remove or change the lights? \_\_\_\_\_
  - ii. White gloves are required at headquarters high rise building.
- j. Technical assistance needed Yes \_\_\_ No \_\_\_ Type \_\_\_\_\_
  - i. Board room computer assistance hours \_\_\_\_\_
  - ii. Removal of flags/maps or podium Yes \_\_\_ No \_\_\_ OR \_\_\_\_\_
  - iii. Other: \_\_\_\_\_
- k. Electrical tie in needed Yes \_\_\_ No \_\_\_ Electrical needs \_\_\_\_\_
- l. Electrical needs such as a coffee pot plug etc \_\_\_\_\_
- m. Loading dock use Yes \_\_\_ No \_\_\_ Number of trucks/Etc day of filming \_\_\_\_\_
- n. Freight Elevator use needs Yes \_\_\_ No \_\_\_ Comments: \_\_\_\_\_
- o. Staging areas needed \_\_\_\_\_
- p. Dressing areas needed \_\_\_\_\_
- q. Truck Parking needs \_\_\_\_\_
- r. Vehicle parking needs \_\_\_\_\_
- s. Where will you put your craft services? \_\_\_\_\_
- t. Where will you put your catering services and tables? \_\_\_\_\_
- u. Will you have your own trash bins and if so what is the pick-up/drop off times? \_\_\_\_\_
- v. Will you bring golf carts and if so how many? \_\_\_\_\_