

FILM, VIDEO, & PHOTO APPLICATION

Type of Project: Film Video Photo

Please Note: If you check film or video, the completed form should be accompanied by a copy of the shooting script with the scene(s) to be shot at Vanderbilt highlighted. If the photos taken on campus will be used commercially, please submit a rough layout of the proposed ad or printed collateral showing the specific text which would be associated with any image(s) of the Vanderbilt campus.

Project Title: _____

Production Company: _____

Address: _____

Location Manager: _____ Phone: _____

Email: _____

Prep/Strike date(s): _____ Shoot date(s): _____

Hours requested: _____

Location(s) requested: _____

Special service needs (electrical, security, etc.): _____

On-Campus parking requirements: _____ # Cast & Crew: _____

Production Company must provide to Vanderbilt no less than \$2,000,000 general liability and auto liability certificates evidencing the existence and amounts of such insurance before using the premises. If you cannot meet this requirement, what liability amounts do you have? _____

Specific details of the project (e.g., purpose, how will the content be used, where project will be displayed):

Please check to show you understand and agree to the following terms:

- I have read and understand these guidelines and agree to the requirements set forth in this document.
- I understand I must provide a copy of the insurance certificates before production begins.
- I understand that any substantive change in the above information will require resubmission of application.
- I understand that Vanderbilt University cannot be recognizable in the film, video or photography.
- The use of our premises is for location only.**
- Based on the complexity of the request, a location fee may be required.

In order to ensure that your shoot is arranged to your expectations, we require a fully completed application for short-form video or photo approval to be submitted no less than two weeks prior to the first prep day or day of shooting. For movies and other large productions, a completed application must be submitted at least 30 days before your requested start date.

Signature _____ Date _____