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*USC Campus Filming Office*

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**Filming Packet**

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Thank you for your interest in filming at USC.

This packet contains the following sections:

**I. Procedures Checklist**

A step-by-step to-do list and suggested timeline

**II. Guidelines and Notifications**

The last page of which must be signed and returned to the USC Campus Filming Office

**III. Fees**

Production-specific, personnel and rental fees

**IV. Application**

Your application must be submitted at least **seven business days** prior to your first film date. Your final tech scout must be completed **no fewer than four business days** prior to the first day of prep or film. Otherwise, late fees may be applied.

If you have any questions, contact:

Torie Daves (daves@usc.edu / 213.713.3767)

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**Thank you for choosing USC.**



# I. Procedures Checklist

The procedures listed must be followed in order to film at USC.

## **8+ BUSINESS DAYS PRIOR TO FIRST DAY OF PREP/FILM**

- ☐ Schedule an appointment to scout. If you have specific dates and locations in mind, please provide that information to your liaison who will conduct a cursory availability check.
- ☐ Read the “Fees” and “Guidelines” sections of this document. Please sign the last page of the “Fees” section acknowledging your understanding.
- ☐ Write a detailed explanation of your COVID-19 Safety Plan including, but not limited to, use of an on-set Covid-19 Compliance Officer, periodic Covid-19 testing, cast and crew training on the production’s safety protocols, daily symptom monitoring, PPE, hand washing facilities, use of hand sanitizer, physical distancing on set and at catering/craft service, protocol for handling anyone who becomes symptomatic while on campus, the cleaning and disinfecting of all production-related areas before, during and after production, and catering/craft service protocols.

## **7+ BUSINESS DAYS PRIOR TO THE FIRST DAY OF PREP/FILM**

- ☐ Complete the Filming Application (last four pages of this packet). **No location will be held until we have a completed application on file. Priority is based on the time of RECEIPT of the application.** If a second request comes in for the same day(s) you requested, we will require a non-refundable deposit equal to a full day rate. If you do not cancel, this deposit will appear as a credit on your final invoice.
- ☐ Send the following to your USC Filming Liaison:
  - the signed signature page at the end of the “Fees” section of this packet and the completed application
  - a complete script or storyboard, which must be reviewed for content and approved by the Campus Filming office

## **6+ BUSINESS DAYS PRIOR TO THE FIRST DAY OF PREP/FILM**

- ☐ Wait for preliminary approval from the Campus Filming Office. During this time, we will complete the following:
  - place a preliminary hold on the areas and dates requested
  - review script for content
  - check for other events scheduled in any of the surrounding areas that might cause a noise or physical conflict
- ☐ Schedule tech scout (once you have been given preliminary approval). **Tech scout must occur no less than four business days before the first day of production** (including any prep days).

(A 10% late fee will be charged for any tech scouts done 1-3 days prior to the shoot and requests may not be able to be accommodated)

## **4+ BUSINESS DAYS PRIOR TO THE FIRST DAY OF PREP/FILM**

- ☐ Obtain your Los Angeles County-mandated Film LA permit
- ☐ Complete final tech scout

Proposed set dressing, special effects, production vehicle and large equipment placement, etc. must be disclosed during the tech scout.

Once your liaison has approved all technical specifications, and all applicable steps described in this document are completed by production, final approval will be granted.

## **3+ BUSINESS DAYS PRIOR TO THE FIRST DAY OF PREP/FILM**

- ☐ After the tech scout, your filming liaison will send you an Estimate of Fees that will include the deposit amount due.

- Submit to your liaison an insurance certificate naming the university as additionally insured with the following information:

University of Southern California  
University Park Campus  
Los Angeles, CA 90089

## **1+ BUSINESS DAYS PRIOR TO THE FIRST DAY OF PREP/FILM**

- ☐ We will email the production contract for your review and signature. We will not make any changes to legal verbiage within 24 hours of a production. We do not sign Location Releases.
- ☐ Provide us with the following:
  - Signed production contract
  - Payment: Check or Visa/MC
  - A copy of your Los Angeles County film permit
  - Copy of your fire and tent permit (if applicable)

## II. Guidelines and Notifications

### 1. SCRIPT APPROVAL

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A complete copy of the final script or storyboard must be submitted for approval by the Campus Filming liaison. Script approval must be granted prior to the signing of the contract. Any script changes or additions (including title change) must be brought to the attention of the filming liaison once approval has been granted. Scripts can be rejected on the basis of drug usage, underage drinking, excessive violence, nudity, racism/sexism or if deemed to be obscene, overly sexually explicit or in any way derogatory toward education, including anything that portrays students or faculty in a negative manner.

### 2. TALENT DISCLOSURE

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To maintain the safety of students, staff and your cast/crew at all times, it is imperative that the presence of any celebrity or recognizable crew member (e.g. director/producer) be disclosed during the application process to allow USC to assess and address its security needs. Please ensure that you fully disclose the names of all individuals who may draw crowds, fans and/or paparazzi. In addition, these individuals must not incite any crowd by interacting with USC students and staff.

### 3. USE OF MARKS/COLORS, ETC.

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You will not be permitted to photograph or use any written signs or any other evidence that, directly or indirectly, identifies the University or any building name. This includes:

- Use of the University's name or the name of any building owned by, or found on the USC campus, in spoken word or in written manner
- Have the words "Southern California," "USC," "SC," "Trojan," "Troy," or any variation thereof used in the fictitious school's name or when referencing the school
- Make reference to the fictitious school being located in "Los Angeles" or "L.A."
- Use of cardinal and gold together or any shade of red and yellow together as the fictitious school colors
- Use a mascot that resembles a Trojan warrior, a horse, Hecuba, or other identifiable indicia of USC
- Iconic or trademarked items including the Trojan warrior, Hecuba, or Traveler statues, George

Tirebiter, and the globe atop the The Center For International and Public Affairs building.

- Productions wishing to portray USC as a non-fictional college or university must obtain written permission from said non-fictional entity prior to filming at USC

### 4. USC PERSONNEL

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The university requires at least one liaison at each location being used on prep, film and strike days. Additional employees, such as security personnel and location site representatives, may also be added at our discretion.

### 5. CREW BEHAVIOR/SMOKE FREE CAMPUS

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**USC campuses and properties are completely smoke-free.**

You agree that all production-related personnel and/or guests will adhere to all University regulations regarding alcohol use, smoking/vaping, and offensive language or behavior.

USC reserves the right to have removed from campus anyone associated with the production that disrupts the operations of the University, or is who is considered offensive to students, faculty, staff, administrators or USC visitors.

### 6. SOUND CONFLICTS

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As USC is an active university, there may be unforeseen sound challenges that we may not be able to control.

### 7. TECH SCOUT

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Tech scouts must be completed a minimum of four working days prior to the first day of prep/film. We allow up to two hours for all tech scouts. If you believe you will need more than two hours to complete a tech scout, please notify your liaison, in writing, at least 24 hours in advance.

There will be a Campus Filming liaison fee of \$75 per hour, per liaison for any tech scout that lasts longer than two hours, or that occurs before 9 am or after 5 pm (weekdays), or on a weekend (four-hour minimum). We ask that during tech, you refrain from meal breaks, meetings or extended downtime.

### 8. INSURANCE

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When filming on campus, production must provide a \$1,000,000 per occurrence/\$2,000,000 aggregate limit evidencing General Liability, Commercial Auto, and Sexual Misconduct insurance. University of Southern California should be named as Additional Insured on all noted coverages.

### 9. FILM PERMIT

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Los Angeles County requires all professional productions filming at USC to obtain a permit via Film LA (filmla.com).

### 10. ACCESS

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With rare exception is filming allowed in interior areas before 5 pm. Regardless of the time or location, it is important that the university community have access to all active facilities. Permission to film on campus is contingent upon the film crew allowing for access to locations where filming is taking place.

### 11. SIGNAGE

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All directional signs must be attached to stanchions or cones, and may not be attached to trees, signposts, lampposts, doors, etc. Production may provide stanchions or you may rent them from the university via your liaison.

### 12. CREW PARKING

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Campus parking is provided based on availability and must be prearranged with your Campus Filming liaison. All production and personal vehicles must obtain a parking pass from a Gate Ambassador prior to parking on campus. The pass must be placed face up on the dashboard. Any vehicle without a pass or one that parks in a reserved space is subject to citation. Any citation appeal is the responsibility of the cited individual.

### 13. PRODUCTION VEHICLES

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Vehicles and equipment associated with filming must be parked in locations that do not block fire lanes or access to fire protection equipment, fire department connections, emergency exit routes, walkways, handicapped ramps, or parking spaces that are not specifically reserved for the production. In areas where vehicle parking will affect pedestrian traffic, film crews

will be expected to set up appropriate signage and safety barriers (e.g. cones) to alert pedestrians to potential hazards.

Cones must be placed around all production vehicles, including the generator(s).

Prior approval is required for use of condors or cranes on campus. If using a condor or other heavy crane, protective plywood must be used during ingress/egress and parking. All cranes must be cordoned off with caution tape.

### 14. TENT PERMITS

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If you are using a tent larger than a 10 x 10, a copy of a tent permit must be posted within the tent or carried by the location manager and must be presented upon request.

### 15. SECURITY

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Unless your filming liaison indicates otherwise, Production is responsible for hiring and providing UNARMED production security. Your liaison will determine when and where production-provided security will be required during your production.

### 16. LAYOUT BOARD/MATS/BUBBLE WRAP

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In all internal and some external locations, you are required to place cardboard sheeting (layout board), protective matting and/or bubble wrap on the floors, walls, decorative pieces or passenger elevator walls so that damage from equipment does not occur. Your Campus Filming liaison may allow location-specific exceptions.

### 17. RELOCATION

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University property or furnishings moved to facilitate production must be returned to their original location by the end of the production day.

### 18. SET DRESSING

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Production may not drill, nail, glue or alter any campus property without expressed prior permission from your liaison. If permission is granted, you understand that you must return the altered property to its original state. Production is liable for any damage caused by cast or crew.

### 19. CONSTRUCTION

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Temporary construction shall be conducted in a fashion that shall neither damage university property nor in any way endanger faculty, staff, students or visitors. Prior to construction, USC Safety and Risk Management Services must approve the erection of building facades and other construction that could impede fire lanes or otherwise affect the safety of pedestrians or building occupants.

All construction, equipment set-up, and other activities associated with filming must be conducted safely and in accordance with OSHA and LAFD standards. As such, employees associated with the film project must utilize safety procedures that will ensure their safety as well as that of university employees, students and visitors. Failure to comply will result in work stoppage.

### 20. PLACEMENT OF FILMING EQUIPMENT

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Filming equipment (e.g., cameras, tracks, props, generators and electrical cables) shall be setup in a manner that does not create safety hazards (as determined by LAFD and/or your liaison). Production must ensure that the placement of equipment does not create accident or fire hazards, blocked ingress/egress, or other safety challenges. Cable ramps must be used in walkways and hallways.

### 21. USE OF FIRE HYDRANTS

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Production's use of fire hydrants for elimination of diffuse reflections must be coordinated with your Campus Filming liaison a minimum of three days before filming.

### 22. REFUELING/FUEL TRUCKS ON CAMPUS

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- Fuel trucks need to be staged off campus until needed for refueling only.
- The truck needs to be a fully and properly equipped refueling truck.
- Generators MUST be shut down before refueling. Absolutely no "hot pumping" is permitted on the university campus.
- An exclusion zone with a perimeter of a minimum fifty (50) foot radius shall be established prior to any refueling operation.
- Refueling will be a two-person operation with one person pumping and the other with a fire extinguisher IN HAND and at the ready.

### 23. DAMAGE

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Should any property be damaged during production, you agree to have it repaired or replaced, or to pay the University to repair or replace, as determined solely by the University.

### III. Fees

#### **1. CAMPUS FILMING PRODUCTION FEE**

This fee covers your license to film on the USC campus and includes one filming liaison to be with you for all aspects of production including pre-production scouting, walk-throughs, tech scouts and day-of oversight. It also includes all pre-production and post-production activities including location reservations, contracts, approvals and facility-related coordination.

The applicable rate will be billed beginning with the arrival of the first production vehicle and will end with the departure of the last production vehicle. All other costs including additional personnel and location rental fees are separate.

Note: Fees are a-la-carte

Still photo session.....	\$300/hour
Internet Spot/Industrial.....	\$400/hour
Television Series .....	\$600/hour
Commercial/Limited Series .....	\$700/hour
Feature Film.....	<b>\$800/hour</b>
Spec Spot/Documentary/PSA .....	Price based on crew size
Prep/Strike Day.....	50% of the above listed fee for your type of production

**Note:** If your total crew has fewer than 25 people, your production may qualify for a discounted rate. We are unable to offer student, alumni or former student discounts.

#### **2. LATE FEES**

We request that a completed application be submitted to our office no less than seven business days prior to the first day of prep or filming. We also request that a final tech scout be completed no less than four business days prior to the first day of prep or filming. Should either of these occur outside of these parameters, you may be assessed a per-item late fee of 10% of your production fee total.

#### **3. LOCATION RENTALS**

**ATHLETIC FACILITIES** (*half day = up to four hours, full day = over four hours*)

##### **STADIUMS**

Baseball .....	\$2500/half; \$5000 full day
Sand Volleyball.....	\$1500/half; \$3000 full
Tennis .....	\$1500/half; \$3000 full
Track and Field .....	\$2500/half; \$5000 full

#### **BASKETBALL GYMNASIUMS**

PED Building .....	\$200–\$275/hour; \$1200–\$1650 cap
Galen Center ( <i>Practice</i> ) .....	\$2000/hour
Galen Center ( <i>Arena</i> ) .....	\$1000/hour ( <i>prep/strike days</i> ); \$2000/hour ( <i>film days</i> ), \$1000/day catering buyout, \$5000 ( <i>floor change, per change</i> )

#### **FOOTBALL PRACTICE FIELDS**

Outdoor, no bleachers .....	\$1500/half; \$3000 full
Indoor, no bleachers .....	\$1600 ( <i>half</i> ); \$3200 ( <i>full</i> ); \$600/hour ( <i>over 8 hours</i> )
Intramural, no bleachers .....	\$250/hour; \$1500 cap

#### **POOLS**

Outdoor ( <i>Olympic and dive</i> ) .....	\$2500/half; \$5000 full
Indoor .....	\$300/hour; \$1800 cap

#### **FITNESS/WEIGHT ROOMS**

Wrestling/Fencing Room/Martial Arts.....	\$125/hr; \$750 cap
Lyon Center .....	\$200/hour; \$1200 cap
McKay Center .....	\$1600 ( <i>half</i> ); \$3200 ( <i>full</i> ); \$600/hour over 8 hours

#### **INTERIORS**

Bovard Auditorium .....	\$1000/hour, plus personnel
Classrooms/Lecture Halls .....	\$200/hr
Hallways .....	\$200/hr
Laboratories .....	\$200/hr
Libraries.....	\$1000/hr ( <i>1-4 hrs.</i> ); \$10,000 ( <i>flat, 4-8 hrs.</i> ); 8+ hrs, add \$1000/hr
Museums	
USC Pacific Asia Museum .....	\$200–\$350/hr
Fisher Art Gallery .....	\$200/hr
Performance Venues	
Tommy’s Place.....	\$575/hr; \$4600 cap ( <i>plus personnel</i> )
Restaurants	
UrbnMrkt .....	\$5000/day ( <i>plus labor, if needed</i> ) available after 3:30 pm only
The Lab .....	\$10,000/day ( <i>plus labor, if needed</i> ) available before 4 pm only



#### **EXTERIORS**

Parks/Quads .....	\$85-\$270/hr
Plazas/Courtyards.....	\$85-\$270/hr
Walkways .....	\$85 per quadrant

#### **5. PERSONNEL FEES**

Campus Filming Liaison .....	<i>(One liaison included in Campus Filming Production Fee)</i>
Additional Liaison(s)* .....	\$75/hr (1-8 hours)
	\$112.50/hr (8-12 hours)
	\$150/hr (12+ hours)
USC Armed Security Officer .....	\$65/hr, per officer
Site Manager** .....	\$35-\$50/hr (overtime rates apply)

\*Additional liaisons may be required if production is utilizing more than one location

\*\*Site manager may be required if a location requests that a member of their own staff be present during filming

**If any USC representative has a turnaround of fewer than 12 hours, production may be required to pay for hotel accommodations at the USC Hotel.**

#### **6. PARKING FEES**

Parking space.....	\$20.50/day
Non parking-designated area .....	\$20.50/vehicle + parking area fee
Metered space .....	\$60/day
Yellow zone.....	\$60/day
Gate Ambassador (available 5- 6 am only) .....	\$45 /hour

#### **7. OPERATIONS AND MAINTENANCE**

The USC Facilities and Maintenance department charges an hourly fee for facilities-related work including HVAC, fountain, sprinkler and light control. Campus Filming can provide a list of services upon request and will add any applicable charges to your final invoice.

**8. CANCELLATION FEE**

A fee equal to 50% of all Campus Filming-related fees (prep/strike, production, rush, personnel) will be charged if the cancellation occurs after the contract has been signed, or within four working days of the scheduled production (excluding weekends), regardless of signatory status.

If the cancellation occurs within two working days of the scheduled date, all fees will be billed at 100%.

In either case, if any location has been reserved or any departmental personnel booked (aside from those within the Campus Filming office), those fees will be billed at their full rate.

**I have read and understand this packet in its entirety and, on behalf of the production, agree to abide by everything set forth herein.**

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Location Manager *(print name)*

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Signature

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Date

## IV. Filming Application

*USC Campus Filming*

### Event Details

#### **PRODUCTION INFORMATION**

Name of Production \_\_\_\_\_

Episode Name or No. (if applicable) \_\_\_\_\_

Type of Production \_\_\_\_\_

Sound/MOS \_\_\_\_\_

BTS (Y/N) \_\_\_\_\_

#### **DATES AND TIMES**

Prep date(s) \_\_\_\_\_ FIRST IN \_\_\_\_\_ CREW CALL \_\_\_\_\_ LAST OUT \_\_\_\_\_

Film Date(s) \_\_\_\_\_ FIRST IN \_\_\_\_\_ CREW CALL \_\_\_\_\_ LAST OUT \_\_\_\_\_

Strike Date(s) \_\_\_\_\_ FIRST IN \_\_\_\_\_ CREW CALL \_\_\_\_\_ LAST OUT \_\_\_\_\_

#### **LOCATIONS**

Location #1 \_\_\_\_\_

Timeline \_\_\_\_\_

Location #2 \_\_\_\_\_

Timeline \_\_\_\_\_

Location #3 \_\_\_\_\_

Timeline \_\_\_\_\_

#### **LOCATION MANAGER**

Name of location manager/contact \_\_\_\_\_

LM's cell number \_\_\_\_\_

LM's email address \_\_\_\_\_

#### **PRODUCTION COMPANY**

Company name \_\_\_\_\_

Company address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## IV. Filming Application *(continued)*

*USC Campus Filming*

### Event Details

*(continued)*

#### CAST/CREW

Number of cast/crew \_\_\_\_\_

Number of background \_\_\_\_\_

Will you require a separate BG holding area \_\_\_\_\_

Number of agency representatives \_\_\_\_\_

Number of client representatives \_\_\_\_\_

### Transportation

#### PRODUCTION VEHICLES

##### **Prep/Strike Days**

QUAN \_\_\_\_\_ TYPE \_\_\_\_\_ LENGTH \_\_\_\_\_

QUAN \_\_\_\_\_ TYPE \_\_\_\_\_ LENGTH \_\_\_\_\_

QUAN \_\_\_\_\_ TYPE \_\_\_\_\_ LENGTH \_\_\_\_\_

##### **At Basecamp on Film Day(s)**

QUAN \_\_\_\_\_ TYPE \_\_\_\_\_ LENGTH \_\_\_\_\_

QUAN \_\_\_\_\_ TYPE \_\_\_\_\_ LENGTH \_\_\_\_\_

QUAN \_\_\_\_\_ TYPE \_\_\_\_\_ LENGTH \_\_\_\_\_

##### **Near Set on Film Day(s)**

QUAN \_\_\_\_\_ TYPE \_\_\_\_\_ LENGTH \_\_\_\_\_

QUAN \_\_\_\_\_ TYPE \_\_\_\_\_ LENGTH \_\_\_\_\_

QUAN \_\_\_\_\_ TYPE \_\_\_\_\_ LENGTH \_\_\_\_\_

##### **Misc on Film Days**

Generator: QUAN \_\_\_\_\_ SIZE \_\_\_\_\_

Condor/crane: QUAN \_\_\_\_\_ SIZE \_\_\_\_\_

Passenger vans: QUAN \_\_\_\_\_ SIZE \_\_\_\_\_

Electric carts: QUAN \_\_\_\_\_ SIZE \_\_\_\_\_

Other large equipment: DESCRIPTION \_\_\_\_\_

## IV. Filming Application *(continued)*

*USC Campus Filming*

### Transportation

*(continued)*

#### Catering

Quantity and length of trucks (including support vehicles)

QUAN \_\_\_\_\_ LENGTH \_\_\_\_\_

QUAN \_\_\_\_\_ LENGTH \_\_\_\_\_

What time will catering arrive? \_\_\_\_\_

#### Craft Service

Quantity and length of trucks (including support vehicles)

QUAN \_\_\_\_\_ LENGTH \_\_\_\_\_

QUAN \_\_\_\_\_ LENGTH \_\_\_\_\_

#### Personal Vehicles

How many parking passes will you need on:

Prep day(s):      QUAN \_\_\_\_\_      FIRST ARRIVAL TIME \_\_\_\_\_

Shoot day(s):      QUAN \_\_\_\_\_      FIRST ARRIVAL TIME \_\_\_\_\_

Strike day(s):      QUAN \_\_\_\_\_      FIRST ARRIVAL TIME \_\_\_\_\_

Transportation Captain \_\_\_\_\_

### Production Information

#### SCENE NUMBERS

Script/storyboard scene numbers filmed on campus: \_\_\_\_\_

#### CONTENT

Describe any car chase/action, weapons, nudity, atmosphere, pyrotechnics, special effects or yelling in these scenes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### CONSTRUCTION

Will you need to construct anything on campus? \_\_\_\_\_

\_\_\_\_\_  
If so, explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### CROWD CONTROL

Any name actors, directors, etc. that might attract a large crowd?

\_\_\_\_\_  
\_\_\_\_\_

## Location Information

### PHYSICAL PLANT

Will you require control of any of the following?

Air conditioners: LOCATION \_\_\_\_\_ TIME \_\_\_\_\_

Fountains: LOCATION \_\_\_\_\_ TIME \_\_\_\_\_

Irrigation: LOCATION \_\_\_\_\_ TIME \_\_\_\_\_

Lights: LOCATION \_\_\_\_\_ TIME \_\_\_\_\_

Bike rack  
removal: LOCATION \_\_\_\_\_ TIME \_\_\_\_\_

### RESTROOMS

Will you need access to campus restrooms prior to 7 am? \_\_\_\_\_  
\_\_\_\_\_

### SET DRESSING

Please list all set dressing \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_