STUDENT FILM SHOOT GUIDELINES

I. GENERAL RELEASE FORMS –

can be found on this page: http://www.calstatela.edu/univ/ehs/rm_travel.php

Two types: both forms absolve the university of responsibility for potential risks

Individual – individual responsibility

Class List – can be used for an entire class to print, sign and date

Both form type originals are maintained by the department and copies sent to RM office.

II. TIMELINE

(film shoot) – plan your film shoot needs well (about 2-4 weeks) in advance

III. INSURANCE :

Supervisor or faculty member must request

Request insurance requirements 2 weeks in advance w/ support document

IV. CSULA SIGNATURE AUTHORIZATION –

Only certain campus officers are authorized to sign documents (e.g. applications, agreements, contracts, p.o.'s on behalf of CSULA and/or any site related documentation).

V. USE OF FACILITIES COMMITTEE

On-campus film shoots

- Coordinate through Use of Facilities Committee Chair – Susan Tsuji ext. 3-3509
- Committee requests 2 – 4 week advance notice