

SDSU Television, Film and New Media Production
APPROVAL FOR FILM SHOOT AND REQUEST FOR FILM EQUIPMENT
AND/OR FILM SHOOT LOCATION INSURANCE

Please provide the following information to **1)** obtain approval for your film shoot; **2)** obtain film equipment insurance; and/or **3)** obtain film shoot location insurance.

STUDENT PRODUCER: _____ **RED ID:** _____

Email: _____ Phone: _____

SDSU student participants in film shoot: _____

Non-SDSU participants in film shoot: _____

FILM PROJECT TITLE: _____

Date(s) of Film Shoot: _____

Location/Address of Film Shoot: _____

Describe any high risk activities (i.e., use of minors, weapons, physical activity): _____

REQUEST FOR INSURANCE:

Film Equipment Film Shoot Location¹ No Insurance (Film Shoot approval only)

Equipment Pick up Date: _____ Equipment Drop off Date: _____

Total Equipment Value (detailed list of equipment with values must be attached): _____

Equipment Vendor Name (including SDSU): _____

Address: _____

Fax: _____ Email: _____

I understand film equipment insurance includes a \$1,000 deductible per occurrence for lost or damaged equipment. I understand I am responsible for the deductible payment. I further understand that in the event film equipment is lost or damaged, I am financially responsible for any replacement or repair costs up to the \$1,000 deductible.

Student Producer Signature

¹ SDSU's general liability insurance provides coverage for the university against third party claims for damages at the film shoot location. *If the film shoot location requests to be named on SDSU's insurance, a copy of the location or facility use agreement signed by the School of Theatre, Television, and Film and/or Contracts & Procurement Management, as applicable, must be provided.* Students may not sign agreements on behalf of the university.

RELEASE OF LIABILITY (WAIVER):

SDSU students and non-SDSU participants are not provided medical coverage or worker's compensation coverage by the university in the event of injury relating to a student film shoot. **STUDENT PRODUCERS ARE RESPONSIBLE FOR ENSURING FILM SHOOT PARTICIPANTS COMPLETE A RELEASE OF LIABILITY (WAIVER).** All waivers must be signed prior to participation in a film shoot, and signed waivers must be kept on file in the department for three years.

FILM SHOOT APPROVAL:

I certify that I have **received** and **reviewed** the script/screenplay for this project and request that Business and Financial Affairs issue the requested evidence of insurance for this project.

Instructor / Director (Print) **Instructor / Director (Signature)** **Date**