



SAN DIEGO STATE
UNIVERSITY

Business and Financial Affairs
San Diego State University
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DATE: April 28, 2021

TO: Film Students
School of Theatre, Television and Film

FROM: Dominoe Franco
Risk Management

SUBJECT: 2021/2022 Film Shoots, Requests for Film Equipment and/or Film Shoot Location Insurance

The office of Risk Management will assist you in obtaining film equipment and film shoot location insurance following approval of your film project. Please follow the below steps using the enclosed forms to ensure your request is processed completely. Please allow **(10) working days** to process requests.

1. Complete the **APPROVAL FOR FILM SHOOT AND REQUEST FOR FILM EQUIPMENT AND/OR FILM SHOOT LOCATION INSURANCE** and obtain the approval of either your professor or department chair.
2. Attach a copy of your film equipment list, including equipment values, which you received from the university or equipment vendor and approval or signed agreement for use of an off campus location or facility, if applicable. *Please contact the School of Theatre Television and Film for assistance with agreements, as students may not sign agreements on behalf of the university.*
3. Submit your forms to me in the Administration Building, 3rd floor (room 320) or via email at dfranco@sdsu.edu. A quote for the film equipment insurance premium and instructions for making the premium payment will be provided.
4. Make payment for film equipment insurance and forward a copy of your payment receipt to me at dfranco@sdsu.edu. A Certificate(s) of Insurance evidencing film equipment and/or film shoot location insurance, if applicable, will then be provided.
5. Ensure all SDSU students and non-SDSU participants in your film shoot sign the enclosed **RELEASE OF LIABILITY (Waiver)**. If a participant is a minor, a parent or guardian must sign the waiver on his/her behalf.
6. Report film equipment damages and losses over \$1,000 and all damages to off campus film locations to Risk Management (619-594-6018) within 72 hours.
7. Provide signed waivers to your department to be maintained on file.

If you have any questions please call me at (619) 594-6018 or e-mail dfranco@sdsu.edu.

Enclosures: **Approval for Film Shoot and Request for Film Equipment and/or Film Shoot Location Insurance Form**
Release of Liability (Waiver) Form