

SDSU Television, Film and New Media Production
FILM SHOOTS

This form must be filled out completely whether or not you require any insurance certificates for your film shoots. The form must be signed by both your instructor and the department chair. All non-university participants must sign the Waiver and Release form.

Check one of the following:

_____ **Require evidence of coverage.** Bring this form completely filled out and signed to Anita Borrega, Extended Studies Bldg., 4th Floor, at least **ten (10 days) prior to film shoot**. Evidence of coverage certificate will be obtained and either mailed or faxed to the party requesting the certificate.

_____ **Do not require Evidence of Coverage.** In this case, the completed form and all the signed waivers must be submitted to Anita Borrega, Mail Code 1625, or Extended Studies Building, Room 406.

Location of Shoot _____

Name of Company/Person requesting Evidence of Coverage _____

Address _____

Phone No. _____ Fax No. _____

Name(s) of Student Producer _____

Student Producer Phone No. _____ E-mail _____

Non-university people involved in project _____

(Note: A completed Waiver and Release form must accompany this form for each non-university participant.)

Project Title _____ Date(s) of Shoot _____

Location of Shoot _____ Any motor vehicle usage _____

Any potentially dangerous action _____

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

Instructor Approval _____ TCF Class _____

Department Chair's Approval _____ Date _____

If you have any questions, please call Anita Borrega at (619) 594-5119.

Revised: 1/07