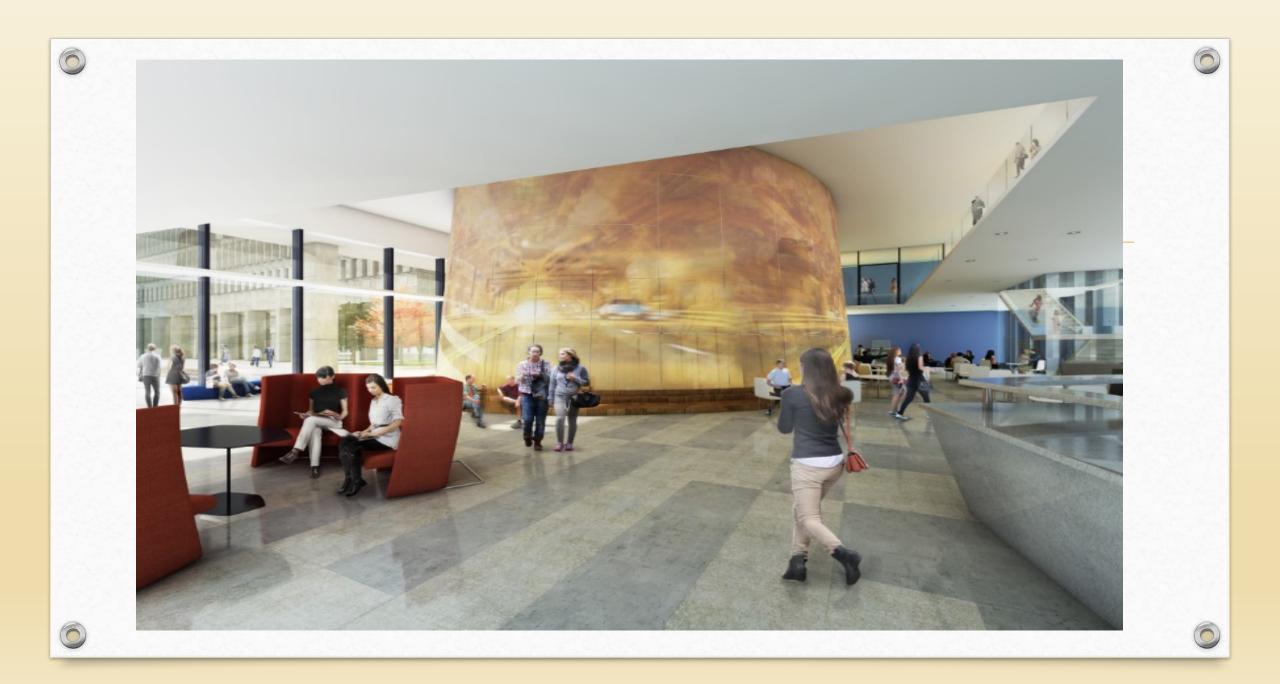


Film at GSU

- B.A. Film and Video
- M.A. Film, Video and Digital Imaging
- Internships and Job Placement Resources
- <u>DAEL</u>
- <u>Student Media Department</u>
- Atlanta Film Festival
- <u>Creative Media Industries Institute</u>







Types of Filming

1. University Production

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2. News/journalism filming

3. Commercial Filming

Commercial Filming

 \equiv any production that will be distributed for commercial use, including, but not limited to:

- Retail sales
- Advertiser-supported programs
- Educational Programs
- Feature Films
- Commercial Advertisements



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General Procedure

- Institutional Mission > Filming on Campus
- "(<u>Insert Institution Name Here</u>) is a very film friendly campus, but never at the expense of our academic mission or student experience."
- It is OK to say NO

General Procedure – Safety & Liability

• No roof tops

- No permanent modifications
- All modifications must be approved by Facilities
- Review by campus police and emergency management (Case by Case)
 - Factors:
 - Crew size
 - Hours
 - Location and Crowd Control
 - Simulated gun fire
 - Noise

Project Request

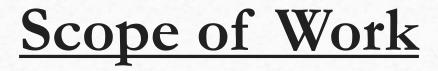
- Who is the initial point of contact?
 - Legal
 - PR and Marketing Communications
 - Facilities
- What is the process of directing the film community to the appropriate point of contact?
 - Website
 - Links
 - Overview



Request Review

• Checklist

- Dates/ Requirements
 - Set expectations
 - Contract Requirements
 - Notice
 - Security/Access (restricted v. controlled, vehicular v. pedestrian)
- Scouting meeting
 - Locations, Director, Sound, Lighting, Scenic
- Scope of Work



Dates

- Description of scene
- Detailed Description of Set Dressing
 - Any modification of Facilities
 - Equipment Rigging, Electric, Sound
- Crew info
- Permitting

Contracting - Legal

- Previously executed Agreements
- Legal Review

- Use your contract
- Legal terms are non-negotiable
- Rescheduling/Cancellation

Contracting – "Non-Legal"

- Non Legal Considerations
 - Use Fee
 - Impact, Duration, Resources
 - Deposits
 - Unauthorized or Extended Use beyond the Term
 - Additional Security (Fees)
 - On site/ Afterhours Facilities (Fees)
 - Set deadlines for completion of all necessary forms





• Notice of filming

- Facilities
- PD/Emergency Services
- Transportation/Parking
- Affected departments
- Communications
- Neighbors
- Fees and insurance
- Visual inspection during set dressing, day of filming, strike
- Final walkthrough and Release



• Relationships

- Consistency
 - Institution and System/State Entities
- Ancillary Benefits