Filming on Campus
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Film at GSU

- B.A. Film and Video
- M.A. Film, Video and Digital Imaging
- Internships and Job Placement Resources
- DAEL
- Student Media Department
- Atlanta Film Festival
- Creative Media Industries Institute
Types of Filming

1. University Production
2. News/journalism filming
3. Commercial Filming
Commercial Filming

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
General Procedure

• Institutional Mission > Filming on Campus

• “(Insert Institution Name Here) 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
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
Filming

- 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
Final Thoughts

• Relationships
• Consistency
  • Institution and System/State Entities
• Ancillary Benefits