

# Filming on Campus

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# Film at GSU

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- 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

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

# Commercial Filming

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≡ 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

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- **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

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- 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

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- 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

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- 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

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

# Contracting - Legal

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- Previously executed Agreements
- Legal Review
  - Use your contract
  - Legal terms are non-negotiable
  - Rescheduling/Cancellation

# Contracting – “Non-Legal”

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- 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

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- 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

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