

CAU Filming Request Form

Request Date: _____ Contact Name: _____

Contact Email: _____ Phone: _____

Your Title/Relationship to This Film: _____

Production Company Name/Organization _____

Tentative Filming Date (s) and Times: _____

Film/Production Title: _____

Film/Production Description (Attach a full background summary and film shot list)

Type of Film/Project: (Select All That Apply) ☐ Production Film ☐ Documentary/ Educational Film ☐ Still Photography ☐ Interview
☐ Press Conference ☐ Student Project ☐ B-Roll ☐ Political Marketing ☐ Other: _____

Desired Campus Locations for Filming: (Select All That Apply) ☐ Auditorium ☐ Building Facades ☐ Classrooms
☐ Residence Hall ☐ Lecture Hall ☐ Meeting Space ☐ Parking Lots ☐ Promenade ☐ Sports Facilities (Stadium/Gym/Fields)
☐ The Quads (Lawns Between Buildings) ☐ Other _____

How Will You Be Altering Desired Location? _____

Desired Campus Participation (Select All That Apply) ☐ Student Government Association ☐ Royal Court
☐ Greek Organizations ☐ Choir ☐ Band ☐ Student Athletes ☐ General Student Population ☐ Other _____

Proposed Use and Distribution (Select All That Apply) ☐ Television ☐ Streaming ☐ Movie Theater ☐ Web ☐ Print

Target Audience _____

Client _____

Number of Crew _____

Number of Talent _____

Will You Be Shooting Sound? ☐ Yes ☐ No **Will There Be Street Closures?** ☐ Yes ☐ No

Vehicle List _____

Props List _____

Amount and Type of Equipment Involved _____

Additional Information _____

Parking for Crew Vehicles _____

Craft Catering Onset ☐ Yes ☐ No **CAU Catering Requirements** ☐ Yes ☐ No

Production will:

- Hire at least 3-5 PAs/Interns based upon size of the production. These positions would be paid roles and students selected by each department chair or professor panel Yes ☐ No ☐
- Production will work with the CAU Leadership Team to provide our students with industry learning experiences for the duration of the project. Yes ☐ No ☐

Location Request(s)		
Bishop C.L Henderson Student Center / Promenade		
Requested Venue/ Spaces	Standard Logistics/Room Set-Up for All Areas	
☐ Multipurpose Room (Front) ☐ Multipurpose Room (Back) ☐ MPR Pre- Function Area ☐ MPR Stage Green Room/Dressing ☐ Conference Room (231) ☐ Lobby (Second Floor) ☐ Promenade-Student Center Side ☐ Promenade- President's Side ☐ Other	☐ Microphones _____ (4 max) ☐ Mic Stands _____ Table Top _____ ☐ Projector Screen (Left, Right, Center, Front/ Rear) ☐ AC Cord (MPR only) ☐ Other: _____	☐ Exhibit/Tradeshow ☐ Classroom ☐ Hollow Square ☐ U-Shape ☐ Theatre Style ☐ Banquet ☐ Rounds ☐ Open Furniture Request ☐ Rectangle table: _____ ☐ Round table: _____ ☐ Stacking chairs: _____ ☐ Easel (4 max): _____ ☐ Lectern: _____ ☐ Folding chairs (upon request): _____ ☐ Other: _____

Thomas Cole Research Center		
Requested Venue/ Spaces	Standard Logistics/Room Set-Up for All Areas	
☐ Aldridge Foyer ☐ Aldridge Auditorium (4 mic combos) ☐ Boardroom (1 Clip-On Mic) ☐ Exhibition Hall (1 Mic, No AV) ☐ Lecture Hall (2 Handheld Mics)	☐ Exhibit/Tradeshow ☐ Classroom ☐ Hollow Square ☐ U-Shape ☐ Theatre Style ☐ Banquet ☐ Rounds ☐ Open ☐ Auditorium	Furniture Request ☐ Rectangle table: _____ ☐ Round table: _____ ☐ Stacking chairs: _____ ☐ Easel (4 max): _____ ☐ Lectern: _____ ☐ Folding chairs (upon request) _____ ☐ Other: _____

CAU Academic Classrooms/ Conference Room		
Requested Venue/ Spaces	Standard Logistics/Room Set-Up for All Areas	
☐ Carl and Mary Ware ☐ Clement ☐ Haven Warren ☐ Knowles ☐ Kresge ☐ McPheters Dennis ☐ Sage-Bacote ☐ Thayer Hall ☐ Wright-Young Hall ☐ Mass Media Arts	☐ Microphones _____ (4 max) ☐ Projector Screen ☐ AC Cord ☐ Hyflex Room ☐ Classroom Number(s): _____ ☐ Other: _____	

Haven Warren

Standard Logistics / Room Set-Up / Furniture Request

☐ Davage Auditorium ☐ Davage Foyer ☐ Classroom spaces for holding/ green rooms _____	☐ Easel (4 max): _____ ☐ Rectangle Table (4 max): _____ ☐ Red Platform Chairs (30 Max): _____ ☐ Lectern: _____ ☐ Other: _____ ☐ Microphones _____ (3 wireless and 4 wired) ☐ Mic Stands _____ Table Top ☐ Projector and Screen ☐ AC Cord ☐ Other _____
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Epps Gym/ Panther Stadium

Requested Venue / Spaces

Standard Logistics / Room Set-Up / Furniture Request

Henderson Center

- ☐ Gymnasium
☐ Tennis Courts
☐ Other _____

Panther Stadium

- ☐ Football Field
☐ Softball Field
☐ Track
☐ Other _____

- | | |
|--|--|
| ☐ Folding Chairs: _____
☐ Rectangle Tables: _____
☐ Floor Tarp: _____
☐ Lectern: _____
☐ Raised Goals
☐ Stage Risers
☐ Other: _____ | ☐ Microphone (4 Max): _____
☐ Mic Stands: _____
☐ Other: _____
☐ AC Cord: _____ |
|--|--|

☐ Quadrangles / ☐ Presidents Lot / ☐ Other Campus Space

Requested Venue / Spaces

Standard Logistics / Room Set-Up / Furniture Request

- ☐ Harkness Quad
☐ Kresge-Holmes Quad
☐ Tanner Turner Quad
☐ Thayer Quad
☐ Trevor Arnett Quad
☐ President's Parking Lot
☐ Dining Hall
☐ Other

- ☐ Microphones (4 max): _____
☐ Mic stands: _____
☐ Podium (art museum only)
☐ Projector
☐ Projector screen
☐ AC Cord
☐ Other: _____

**Furniture must be rented for the outdoor usage.*

- ☐ Boardroom
☐ Classroom
☐ Hollow Square
☐ L- Shape
☐ U- Shape
☐ Theatre Style
- Furniture Requested**
- ☐ Banquet Rounds: _____
☐ High Boys: _____
☐ Rectangle Tables: _____
☐ Folding Chairs (upon request): _____
☐ Tent: _____
☐ Other: _____

Art Museum Guidelines (if applicable)

Please check the boxes below to show you understand all the guidelines for utilizing the Art Museum. Failure to comply could result in your event being canceled by the University Meeting and Events Department and Clark Atlanta University Art Museum.

- ☐ Max Capacity for the Art Museum Atrium is 60 people.
- ☐ A member of the event owner is required to be present for the duration of the event.
- ☐ Use of organic floral arrangements, additional lighting, matches, candles, chafing dishes or any other form of heat in the museum and atrium are prohibited at CAUAM.
- ☐ Flash photography and additional lighting is prohibited.
- ☐ All printed materials including invitations and public relations efforts relating to the event must refer to the museum in the following way: **Clark Atlanta University Art Museum.**
- ☐ The Atrium is the only area where food and drink are permitted.
- ☐ Eating and drinking are prohibited in the museum exhibit spaces. All menus including food and beverages must be preapproved by CAUAM.
- ☐ The museum is not equipped with a catering kitchen. Please be aware of the following conditions:
- Refreshments must be limited to hors d'oeuvres and non-sticky foods, which are easily handled by guests.
 - Hot food and/or steaming plates are prohibited on the second floor of Trevor Arnett Hall.
 - All liquids packed under pressure (carbonated) must be opened by the caterer or bartender before being served to the guest. Dark-colored beverages are not allowed.
- ☐ Alcohol must be served by a licensed bartender. Alcoholic beverages may be served under the terms and conditions consistent with the laws of the state of Georgia. The University policy requires pre-authorization forms from VP Business and Auxiliary Services

Suggested Reception Set-up:

- 4-ft round tables (6 max), seats 5
- High boys (6 max)
- 2 rectangular tables – for food service
- 1 rectangular table – for beverage service
- 2 Rectangular tables, if there is to be a bar.
- Linens for tables (required for all tables)
- Sounds system and Lectern available for AV

Furniture Requested

- ☐ Banquet Rounds: _____
- ☐ High Boys: _____
- ☐ Rectangle Tables: _____
- ☐ Sound System
- ☐ Lectern

Misc. Video Requirements (if applicable)

- ☐ ZOOM 1 Way _____
- ☐ ZOOM 2 Way _____
- ☐ Livestream _____
- ☐ WIFI Request _____
- ☐ Bandwidth Request _____

Some event equipment/furniture will have to be rented and additional AV techs may be required. Charges will apply and quotes will be provided by UME.

An authorized AV tech is required for: events after normal business hours, use of 4 or more mics, use of Intelligent State Lighting, and Potable Set-ups.

Drones are strictly prohibited without special permission from public safety. Please indicate your request below with details:

Attach a detailed schedule of events by day/date/time, load-in/load-out times and start/end times for each space.

Linen is required for all tables and can be provided by Sodexo Catering

Requestor's Signature	Date:
CAU Marketing/ Communications Signature	Date:
CAU VP Business and Auxiliary Services Signature	Date:

For Office Use Only

UME (University Meetings & Events)	☐ Applicable	☐ Approved	☐ Denied	Date:
Office of Religious Life	☐ Applicable	☐ Approved	☐ Denied	Date:
Internal Affairs/Public Relations	☐ Applicable	☐ Approved	☐ Denied	Date:
External Affairs	☐ Applicable	☐ Approved	☐ Denied	Date:
Student Leadership & Engagement (Student Center Space)	☐ Applicable	☐ Approved	☐ Denied	Date:
Registrar's Office (Academic Buildings)	☐ Applicable	☐ Approved	☐ Denied	Date:
Art Museum (Museum Spaces)	☐ Applicable	☐ Approved	☐ Denied	Date:
Dining Spaces	☐ Applicable	☐ Approved	☐ Denied	Date:
Residence Life (Residence Life)	☐ Applicable	☐ Approved	☐ Denied	Date:
Athletic Department (<i>Required for Stadium & Gym Use Only</i>)	☒ Applicable	☒ Approved	☐ Denied	Date:
Public Safety (Required for all events)	☒ Required	☒ Approved	☒ Denied	Date:
#Officers _____ Cost \$ _____				
Facilities	☒ Applicable	☒ Approved	☒ Denied	Date:
Fees after normal business hours if overtime is required:				
Set Up: \$ _____ Custodial: \$ _____				
Cynthia Gomes (Parking Lots)	☒ Applicable	☒ Approved	☒ Denied	Date:
Price Per Lot : _____ Price Per Space: _____				
Approved Lots				

Email this form to universityevents@cau.edu