

CAU Filming Request Inquiry 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: _____

Type of Film/Project: (Select All That Apply) Production Film Documentary/ Educational Film
 Still Photography 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 _____

Film/Production Description (Attach a full summary)

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

Target Audience _____

Client _____

Producer of Production/Project _____

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 _____

Catering Requirements _____

Requestor's Signature	Date:
CAU Sponsorship (if applicable)	Date

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



Email this form to universityevents@cau.edu