

University of Maryland Film Request Application

****A minimum of 10 business days is required to properly consider any request.***

Name of Production Company:

Contact person for project:

Title:

Office Phone:

Cell:

Fax:

Email:

Business St. Address:

Contact person who will be on campus for shoot if different than above:

Name of person responsible for signing Filming Agreement:

Title:

Office:

Cell:

Fax:

Email:

Purpose and description of filming project:

If applicable, list the names of member(s) of University of MD faculty, staff or students involved in this project:

Will this filming project identify the University of Maryland in the filming? Yes No

If yes, will the University of Maryland and faculty/staff member name and title be listed in the credits?
Yes No

If no, please initial: *I understand that payment for the Location Filming fee in the amount of \$500.00 per day will be required, prior to filming* _____

What type of settings will you require for the shoot? Describe if you need specific interiors (building name, rooms) or exteriors:

Requested Filming Date(s):

For outdoor filming, will additional days need to be considered in the event of inclement weather?
Yes No

If additional dates for outdoor filming in the event of inclement weather will be necessary, give preference for alternate dates:

Requested arrival time: am/pm

Beginning time: am/pm

Ending time/wrap up: am/pm

How many people are in the cast/crew?

Will you need extra's from the University for this project? Yes No

If yes, how many extras will you need, and list specific requirements that we could communicate to the theatre dept. for acquiring students:

To coordinate parking permits, how many and what type vehicles will you be bringing?
Car/SUV(s) large equipment truck(s) bus(es)

Please list where the footage filmed at UM will be aired (TV/Cable network, website...):

If this is filming is for a television series, please list the name of the TV show title and episode name/number:

Air date(s) if applicable:

Will a DVD copy of the finished project be available to the faculty or staff member? Yes No

If yes, does the University of Maryland have permission to put an excerpt or still photo of the shoot on our Campus Filming website? Yes No

For approved filming requests please note Cancellation Policy:

You must notify the Office of Communications 48 hours prior to the start of your filming project if cancellation is necessary. Call 301-405-4621, between 8:30am and 5:00pm (or if after hours or weekends: 301-257-0073, for cancellations only). Please be advised, a fee equal to 50% of the total Location Filming Fee will be charged if a cancellation occurs within 48 hours of the scheduled shoot.

Please return completed Film Request Application to Pam Lloyd: plloyd@umd.edu or fax to: 301-314-9344. Upon receipt, your application will be reviewed and you will be notified in a timely manner the status of your request. Please keep a copy of this application for your records.