



SAN DIEGO STATE
UNIVERSITY

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Jessica Rentto
*Associate Vice President,
Administration*

MEMORANDUM

DATE: July 1, 2016

TO: Film Students
School of Theatre, Television and Film

FROM: Dominoe Franco
Business and Financial Affairs

SUBJECT: Film Shoots/Insurance Coverage

The Office of Business and Financial Affairs will assist you in obtaining evidence of liability and equipment insurance coverage which will be required for your film shoots. The following steps **must** be followed for me to process your requests.

1. Complete the attached SDSU School of Theatre Television and Film, Film Shoot form. Obtain the signature of either your professor or department chair.
1. To obtain insurance coverage for film equipment, please complete the attached Request for Equipment Rental Insurance form. Attach a copy of the equipment list, including equipment values, which you received from the University or vendor.
2. Each non-university participant in your film shoot must sign a copy of the attached Waiver and Release prior to the film shoot.

The deductible is \$1,000 (the student is responsible for the first \$1,000 worth of damage if a claim is filed).

We will provide you with a quote for the premium which must be paid via credit card on our website link prior to receiving insurance coverage.

Please submit your forms and a copy of your Red ID to me at Business and Financial Affairs, Administration Building, Room 320, at least five (10) business days prior to your film shoot. In the event that your request is submitted less than ten days prior to your shoot, I cannot guarantee the request will be fulfilled. If you have any questions or to schedule an appointment, please call (619) 594-6018 or e-mail dfranco@mail.sdsu.edu.