



SAN DIEGO STATE
UNIVERSITY

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Jessica Rentto
*Associate Vice President,
Administration*

DATE: July 10, 2017

TO: Film Students
School of Theatre, Television and Film

FROM: Dominoe Franco
Business and Financial Affairs

SUBJECT: Film Shoots, Requests for Film Equipment and/or Film Shoot Location Insurance

The office of Risk Management will assist you in obtaining film equipment and film shoot location insurance following approval of your film project. Please follow the below steps using the enclosed forms to ensure your request is processed completely. Please allow **(10) working days** to process requests (appointments are recommended).

1. Complete the **APPROVAL FOR FILM SHOOT AND REQUEST FOR FILM EQUIPMENT AND/OR FILM SHOOT LOCATION INSURANCE** and obtain the approval of either your professor or department chair.
2. Attach a copy of your film equipment list, including equipment values, which you received from the university or equipment vendor and approval/agreement for use of an off campus location or facility, if applicable. Please note, students may not sign agreements obligating the university.
3. Submit your forms to me in the Administration Building, 3rd floor (room 320). A quote for the film equipment insurance premium and instructions for making the premium payment will be provided.
4. Make payment for film equipment insurance and forward a copy of your payment receipt to me at dfranco@mail.sdsu.edu. A Certificate(s) of Insurance evidencing film equipment and/or film shoot location insurance, if applicable, will then be provided.
5. Ensure non-SDSU participants in your film shoot sign a **RELEASE OF LIABILITY (Waiver)**. Ensure SDSU students sign a **RELEASE OF LIABILITY (Waiver)** for all off campus film shoots and on campus film shoots which include higher risk activity; i.e., physical activity. If participant is a minor, a parent or guardian must sign waiver on his/her behalf.
6. Provide signed waivers to your department to be maintained on file.

If you have any questions or would like to schedule an appointment, please call me at (619) 594-6018 or e-mail dfranco@mail.sdsu.edu.

Enclosures: **Approval for Film Shoot and Request for Film Equipment and/or Film Shoot Location Insurance Form**
Release of Liability (Waiver) Form