

**SDSU Television, Film and New Media Production**  
**APPROVAL FOR FILM SHOOT AND REQUEST FOR FILM EQUIPMENT**  
**AND/OR FILM SHOOT LOCATION INSURANCE**

Please provide the following information to **1)** obtain approval for your film shoot; **2)** obtain film equipment insurance; and/or **3)** obtain film shoot location insurance.

**STUDENT PRODUCER:** \_\_\_\_\_ **RED ID:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

SDSU student participants in film shoot: \_\_\_\_\_

Non-SDSU participants in film shoot: \_\_\_\_\_

**FILM PROJECT TITLE:** \_\_\_\_\_

Date(s) of Film Shoot: \_\_\_\_\_

Location/Address of Film Shoot: \_\_\_\_\_

Describe any high risk activities (i.e., use of minors, weapons, physical activity): \_\_\_\_\_

**REQUEST FOR INSURANCE:**

Film Equipment  Film Shoot Location<sup>1</sup>  No Insurance (Film Shoot approval only)

Equipment Pick up Date: \_\_\_\_\_ Equipment Drop off Date: \_\_\_\_\_

Total Equipment Value (detailed list of equipment with values must be attached): \_\_\_\_\_

Equipment Vendor Name (including SDSU): \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**I understand film equipment insurance includes a \$1,000 deductible per occurrence for lost or damaged equipment. I understand I am responsible for the deductible payment. I further understand that in the event film equipment is lost or damaged, I am financially responsible for any replacement or repair costs up to the \$1,000 deductible.**

\_\_\_\_\_  
**Student Producer Signature**

<sup>1</sup> SDSU's general liability insurance provides coverage for the university against third party claims for damages at the film shoot location. If the film shoot location requests to be named on SDSU's insurance, a copy of the location or facility use agreement signed by the University is required (students may not sign agreements obligating the University).

**RELEASE OF LIABILITY (WAIVER):**

**SDSU students and non-SDSU participants are not provided medical coverage or worker's compensation coverage by the university in the event of injury relating to a student film shoot.**

SDSU students participating in **off campus** film shoots must sign a Release of Liability (Waiver). Non-SDSU participants in **on or off campus** film shoots must also sign a Release of Liability (Waiver). **STUDENT PRODUCERS ARE RESPONSIBLE FOR ENSURING FILM SHOOT PARTICIPANTS COMPLETE WAIVERS.** All waivers must be signed prior to participation in a film shoot, and signed waivers must be kept on file in the department for three years.

**FILM SHOOT APPROVAL:**

I certify that I have **received** and **reviewed** the script/screenplay for this project and request that Business and Financial Affairs issue the requested evidence of insurance for this project.

\_\_\_\_\_  
**Instructor / Director (Print)**

\_\_\_\_\_  
**Instructor / Director (Signature)**

\_\_\_\_\_  
**Date**