

To reserve a room for a film shoot/audition on campus

Student fills out 'informal' form provided by faculty supervisor (see below)

Faculty supervisor emails form and faculty supervisor's permission for students to film to Angie Parkhurst (aparkhur@mail.sdsu.edu)

Students fill out evidence of coverage form: <http://theatre.sdsu.edu/html/TFMforms.html> and submit to Dominoe Lawrence (**Film students should contact Dominoe Lawrence at (619) 594-6017 at least ten (10) working days prior to their film shoot so that there is sufficient time to process the request.**)

Dominoe Lawrence will review form and email Angie Parkhurst with the information that insurance waivers are on file.

Angie Parkhurst sends in room request to Enrollment Services (using information from form provided by faculty member in earlier email)

Angie Parkhurst emails room confirmation request to student and faculty supervisor

Information needed in order to reserve a room for a film shoot: (faculty have been emailed this form, you may also request one from Angie Parkhurst)

Name:

class:

state event purpose:

event description (including use of minors, etc):

number of attendees:

event date:

start time:

end time:

who is responsible party on-site for the event:

phone number of responsible party:

email of on-site responsible party:

Is a smart classroom required?: