

**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 School of Theatre, Television, and Film and/or Contracts & Procurement Management, as applicable, must be provided.* Students may not sign agreements on behalf of 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. **STUDENT PRODUCERS ARE RESPONSIBLE FOR ENSURING FILM SHOOT PARTICIPANTS COMPLETE A RELEASE OF LIABILITY (WAIVER).** 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**