

# MICHIGAN STATE UNIVERSITY

## COMMERCIAL FILMING, VIDEOTAPING, AND PHOTOGRAPHY APPLICATION FORM

The information below must be completed in full.

### OVERVIEW

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**Date form is submitted:**

**Date filming begins:**

**Requestor name:**

**E-mail:**

**Phone #:**

**Cell #:**

**Company:**

**Type of company:**

Individual

Partnership

Corporation

**Street address:**

**City:**

**State:**

**ZIP code:**

**Company phone #:**

**Company fax #:**

**Authorized company  
representative/primary contact:**

**E-mail:**

**Phone #:**

**Cell #:**

## PRODUCTION TYPE

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Charity video	Feature film	Tourism video
Commercial	Miniseries	TV episode
Corporate video	Short film	TV movie
Documentary	Still photography	Video clip
Educational video	Other (describe):	

## PRODUCTION OVERVIEW

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Project title:

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Date filming/photo  
shoot begins:

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Number of shooting  
days:

---

Number of crew:

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Number of cast:

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Number of vehicles  
(private/commercial):

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### PROPOSED SPECIAL EFFECTS (CHECK ALL THAT APPLY):

Aerial stunts	Imitation firearms	Use of any chemicals
Domestic or wild animals	Pyrotechnics	Use of open flames
Explosions	Smoke/fog	Vehicle stunts
Human stunts (falling, jumping, etc.)	Snow effects	Water effects
Other (describe):		

**ADDITIONAL DETAILS OF FILM (CHECK ALL THAT APPLY):**

<b>Child actor(s)</b>	<b>Impersonation of police officers</b>	<b>Staging of accidents in public</b>
<b>Impersonation of ambulance staff</b>	<b>Offensive language</b>	<b>Staging of crime</b>
<b>Impersonation of firefighters</b>	<b>Production depicting subjects of a controversial nature (sex, nudity, etc.)</b>	<b>Violence of any kind</b>
<b>Impersonation of military personnel</b>	<b>Scenes depicting students drinking alcohol, using drugs, or exhibiting public drunkenness</b>	
<b>Other (describe):</b>		

**EQUIPMENT TO BE USED (CHECK ALL THAT APPLY):**

<b>Camera cars</b>	<b>Cherry picker</b>	<b>Rain machines</b>
<b>Camera crane</b>	<b>Cranes</b>	<b>RVs</b>
<b>Camera dolly on pavement</b>	<b>Forklift</b>	<b>Scaffolding</b>
<b>Camera dolly on track</b>	<b>Generator</b>	<b>Smoke/fog machines</b>
<b>Car(s)</b>	<b>Hazard materials</b>	<b>Snow machines</b>
<b>Car with external camera mount</b>	<b>Lighting stands</b>	<b>Trucks</b>
<b>Other (describe):</b>		

**SITE LOCATION(S) REQUESTED:**

**Location 1:**

---

Date(s) at this site:

---

Time set-up will begin:

---

Time production will start:

---

Estimated time production will end:

---

Cleanup of site will be completed by:

---

Amplified sound?

Signs of any kind?

Site alteration?

---

Electrical needs?

Solicitation of any kind?

Tent?

---

Food?

Sprinkler system on/off?

Vehicles on site?

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Parking location?

Stage?

Water supply needed?

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Additional special needs:

**Location 2:**

---

Date(s) at this site:

---

Time set-up will begin:

---

Time production will start:

---

Estimated time production will end:

---

Cleanup of site will be completed by:

---

Amplified sound?

Signs of any kind?

Site alteration?

---

Electrical needs?

Solicitation of any kind?

Tent?

---

Food?

Sprinkler system on/off?

Vehicles on site?

---

Parking location?

Stage?

Water supply needed?

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Additional special needs:

**Location 3:**

---

Date(s) at this site:

---

Time set-up will begin:

---

Time production will start:

---

Estimated time production will end:

---

Cleanup of site will be completed by:

---

Amplified sound?

Signs of any kind?

Site alteration?

---

Electrical needs?

Solicitation of any kind?

Tent?

---

Food?

Sprinkler system on/off?

Vehicles on site?

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Parking location?

Stage?

Water supply needed?

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Additional special needs:

**Location 4:**

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Date(s) at this site:

---

Time set-up will begin:

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Time production will start:

---

Estimated time production will end:

---

Cleanup of site will be completed by:

---

Amplified sound?

Signs of any kind?

Site alteration?

---

Electrical needs?

Solicitation of any kind?

Tent?

---

Food?

Sprinkler system on/off?

Vehicles on site?

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Parking location?

Stage?

Water supply needed?

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Additional special needs:

**Location 5:**

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Date(s) at this site:

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Time set-up will begin:

---

Time production will start:

---

Estimated time production will end:

---

Cleanup of site will be completed by:

---

Amplified sound?

Signs of any kind?

Site alteration?

---

Electrical needs?

Solicitation of any kind?

Tent?

---

Food?

Sprinkler system on/off?

Vehicles on site?

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Parking location?

Stage?

Water supply needed?

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Additional special needs:

**Location 6:**

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Date(s) at this site:

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Time set-up will begin:

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Time production will start:

---

Estimated time production will end:

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Cleanup of site will be completed by:

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Amplified sound?

Signs of any kind?

Site alteration?

---

Electrical needs?

Solicitation of any kind?

Tent?

---

Food?

Sprinkler system on/off?

Vehicles on site?

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Parking location?

Stage?

Water supply needed?

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Additional special needs:

**Location 7:**

Date(s) at this site:

Time set-up will begin:

Time production will start:

Estimated time production will end:

Cleanup of site will be completed by:

Amplified sound?

Signs of any kind?

Site alteration?

Electrical needs?

Solicitation of any kind?

Tent?

Food?

Sprinkler system on/off?

Vehicles on site?

Parking location?

Stage?

Water supply needed?

Additional special needs:

**Location 8:**

Date(s) at this site:

Time set-up will begin:

Time production will start:

Estimated time production will end:

Cleanup of site will be completed by:

Amplified sound?

Signs of any kind?

Site alteration?

Electrical needs?

Solicitation of any kind?

Tent?

Food?

Sprinkler system on/off?

Vehicles on site?

Parking location?

Stage?

Water supply needed?

Additional special needs:

**Location 9:**

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Date(s) at this site:

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Time set-up will begin:

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Time production will start:

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Estimated time production will end:

---

Cleanup of site will be completed by:

---

Amplified sound?

Signs of any kind?

Site alteration?

---

Electrical needs?

Solicitation of any kind?

Tent?

---

Food?

Sprinkler system on/off?

Vehicles on site?

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Parking location?

Stage?

Water supply needed?

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Additional special needs:

**Location 10:**

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Date(s) at this site:

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Time set-up will begin:

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Time production will start:

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Estimated time production will end:

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Cleanup of site will be completed by:

---

Amplified sound?

Signs of any kind?

Site alteration?

---

Electrical needs?

Solicitation of any kind?

Tent?

---

Food?

Sprinkler system on/off?

Vehicles on site?

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Parking location?

Stage?

Water supply needed?

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Additional special needs:

NOTE: Any additional location sites need to be listed on an attachment.



The below-signed acknowledges that he/she will comply with the requirements described on the Guidelines and Requirements page. The below-signed agrees to update the information described above as production plans change.

**Authorized Representative**

**SIGNATURE:**

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**Authorized Representative**

**PRINTED FULL NAME:**

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**DATE**

Submit signed and completed forms to Communications and Brand Strategy at MSU by fax at (517) 353-5090 or mail to: Michigan State University, Olds Hall, 408 West Circle Drive, Room 405, East Lansing, MI 48824. ATTN: ON CAMPUS COMMERCIAL FILMING.