



External Film Request Form

This form is to be completed by external production companies requesting to film on American Baptist College's campus. The form is to ensure the needs of the production company are met and coincide with the American Baptist College vision, safety and health protocols.

For convenience, the word "filming" has been utilized throughout this form, and represents any of the following: motion pictures, filming, videotaping, still photography, digital imaging, and audio recordings.

The College recognizes the right to prohibit any filming on ABC's campus owned property that creates potential for any of the following: disruption to academic, research, business, or student activities; damage or alteration to college property; inappropriate use of American Baptist College's name, image, or logos; disruption of traffic, parking, or pedestrian pathways; violation of the College's privacy policy; or any other safety hazards.

*** = required field**

Production Company

Name of Production Company: * _____

Tax ID #: * _____

Email Address: * _____

Phone Number * _____

Executive Producer

Full Name: _____

Email Address: _____

Phone Number _____

Executive Director

Full Name: _____

Email Address: _____

Phone Number _____

Location Manager

Full Name: _____

Email Address: _____

Phone Number _____

Filming Details

1. Proposed Filming Date:* (MM/DD/YY) _____

2. Arrival Time: * _____

3. Departure Time: * _____

4. Filming Hours: * _____

5. Proposed Filming Locations:*

Please list all specific areas as to which buildings or outside locations are requested

6. Proposed use of the material filmed on college property (check one):*

Television Broadcast

Feature Film

Non-Broadcast Video

Other _____

7. Number of filming crew members: * _____

8. Number of actors and extras: * _____

9. Number of vehicles (trucks/trailers/cars) requested to be parked on college property for purposes of film production: * _____

10. Vehicle Descriptions: *

- _____
- _____
- _____
- _____

11. Would filming require connection to college electrical power sources/outlets for lighting or other electrical needs? (check answer)*

Yes

No

12. If yes, what voltage/wattage will be required? _____

13. Connectors? _____

14. Would the production company provide its own generators?(check answer) *

Yes

No

15. Would any altering of campus property be involved (ex: construction, painting, etc.)?*

Yes

No

16. If yes, please explain:

17. Please include the type and a brief description of the filming project. *

Please email the most recent version of the film script to pqualls@abcnash.edu.

Signature _____ **Date** _____