

UNIVERSITY OF WYOMING

APPLICATION FOR FOR FILMING AND PHOTOGRAPHY ON CAMPUS

General information

Type of project Production filming Still photography
 Documentary/Educational film Student project
 Other: _____

Name of Organization/Individual _____

Date _____

Name of Representative/Contact _____

Phone # _____ Fax _____

Address _____

City _____ State _____ Zip _____

Email _____

Name of Sponsoring Campus Department (if any) _____

Department Contact _____ Phone # _____

Purpose of the Event: _____

Date/s Requested for the Event: _____

Production details

Campus Facility/Grounds Area to be used (If applicable, include proposed modifications and/or alterations to the campus; use a separate sheet of paper, if necessary): _____

Are you requesting permission to film or photograph any of the following: University of Wyoming landmark signs, student residence and dining halls, faculty residential housing, the University of Wyoming Laboratory School, the Student Health Services building or any University of Wyoming family medical residency centers, research laboratories, or the President's residence?

No

Yes If so, which facility or facilities? _____

Provide a description of any and all activities that will occur on Campus Facility/Grounds Area (Use a separate sheet of paper, if necessary): _____

Anticipated Attendance (include number of people in crew): _____

Total Number of Vehicles (please specify details below): _____

Trucks	_____	Motor homes	_____
Autos	_____	Picture Cars	_____
Vans	_____	Camera Cars	_____
Catering	_____	Generator	_____
Trailer	_____	Other (please specify)	_____

Pyrotechnics:

Description	_____		
Technician	_____	License #	_____
F/X Permit #	_____	Phone #	_____
Pager #	_____	Cell #	_____

Brief Description of project (NOTE: for film or TV shoots submittal of script is required):

Are you requesting permission for the university be identified in the project as UW? If so, how will the University be portrayed?

List equipment to be used during film/shoot:

Other Special Requirements: _____

Additional Information

Insurance

Liability insurance may be required when using UW facilities and grounds. Required insurance coverage will be determined in consultation with University of Wyoming Risk Management.

Fees

Rates for the use of university facilities will be assessed and invoiced by the UW Central Scheduling Office for commercial photography or filming as set forth in University Policy.

Scheduling Priorities

The UW Central Scheduling Office has the right to refuse an application for photography or filming due to a conflict in scheduling spaces or events on campus or if University elects not to participate in a project for any reason. Scheduling priorities for university functions will take precedence over non-university functions.

Directions for this Form and Additional Obligations

Applicant is to fill out this form in its entirety either online or by remitting the form to:

Central Scheduling
Dept. 3982, 1000 E. University Ave.
Laramie, WY 82071
central-scheduling@uwyo.edu
Ph: 307-766-6717/2487
Fax: 307-766-3557

