

## Film Logistics Checklist:

You have been asked to meet with the Film Logistics Committee (FLC), which is managed by Capital Planning and Space Management (CPSM), to discuss the logistics and coordination for your upcoming film. **Please bring five copies of all diagrams concerning the space(s) you will be occupying.**

The following is a general checklist of items needed for the FLC meeting. Please bring this information with you to the FLC meeting, along with site drawings and diagrams. If there is anything else not listed that is essential to understanding your filming on campus, please bring documents or drawings to the meeting for discussion.

### Check List:

- Contract (we will make copy of contract once executed)
- Insurance coverage
- Drawings of outside/indoor space(s) with layout of cable routes for permit purposes  
Submit ALL drawings to: [www.ehs.gatech.edu/fire](http://www.ehs.gatech.edu/fire)
- Drawings of base camp area
- Generator(s) position(s)
- HVAC needs? Need dates and time frame for technician
- Layout of furniture: tables/chairs for wardrobe and make-up areas; if applicable for indoor spaces
- Are you needing "Extra(s)" holding areas separate from the spaces you filming in?
- Security: <http://police.gatech.edu/divisions/eventrequest.html>
- Parking needs outside of basis camp area <http://pts.gatech.edu/subsite1/Pages/Parking-Maps.aspx>
- Catering and Food truck(s) (Location on diagrams)
- Are there special needs? Please explain at meeting
- Is Fencing needed? If yes, specify on drawings
- People under 18?  Do you have chaperones?
- Does the Film include animals? If yes, will need insurance and vaccination forms.

### Campus Contacts for FLC:

**Auxiliary Services:** Rich Steele

[rich.steele@gatech.edu](mailto:rich.steele@gatech.edu)

**Capital Planning and Space Management:** Debbi Greene

[Deborah.greene@cpsm.gatech.edu](mailto:Deborah.greene@cpsm.gatech.edu)

**Capital Planning and Space Management:** Sharon Myers

[sharon.myers@cpsm.gatech.edu](mailto:sharon.myers@cpsm.gatech.edu)

**Facilities:** Frank Lamia

[frank.lamia@facilities.gatech.edu](mailto:frank.lamia@facilities.gatech.edu)

**Fire Marshal:** Larry Labbe

[fire@gatech.edu](mailto:fire@gatech.edu)

**GT Police:** Sgt. Archie Hill

[archie.hill@police.gatech.edu](mailto:archie.hill@police.gatech.edu)

**Institute Communications:** Lisa Grovenstein

[lisa.grovenstein@comm.gatech.edu](mailto:lisa.grovenstein@comm.gatech.edu)

**Legal Affairs:** Yolonda Cameron

[yolonda.cameron@legal.gatech.edu](mailto:yolonda.cameron@legal.gatech.edu)

**Legal Affairs:** Gary Wolovick

[gary.wolovick@legal.gatech.edu](mailto:gary.wolovick@legal.gatech.edu)

**Risk Management/Liability:** Tom Provancher

[tom.provancher@business.gatech.edu](mailto:tom.provancher@business.gatech.edu)

**Parking & Transportation:** Keith Trawick

[keith.trawick@parking.gatech.edu](mailto:keith.trawick@parking.gatech.edu)

**Parking & Transportation:** Michelle Williams

[michelle.williams@pts.gatech.edu](mailto:michelle.williams@pts.gatech.edu)

**Parking & Transportation:** Carlton Morgan

[carlton.morgan@pts.gatech.edu](mailto:carlton.morgan@pts.gatech.edu)