

## **Film and Photography Frequently Asked Questions**

- Q. Are scouts permitted to walk around campus and visit buildings on their own?
- A. All scouting must be coordinated through Capital Planning & Space Management (CPSM). Scouting days for Outdoor spaces and Instructional space are Tuesdays from 9am-12pm, Thursdays from 11am-2pm and Fridays from 12pm-3pm. (Please give at least a 3 days' notice of intended scouting date; for availability purposes)
- Q. Are photographers required to get permission to take photographs on campus?
- A. Yes, photographers must obtain permission from Institute Communications and coordinate dates and times with CPSM.
- Q. Are there other places on campus where Filming is allowed?
- A. Yes, Non Instructional buildings on campus that also allow filming are; Academy of Medicine building (AoM), Campus Recreation Center (CRC) and Athletics buildings and fields. Content and logistics must first be coordinated through CPSM and Institute Communications.
- Q. When can filming take place on campus?
- A. Filming requests for Instructional buildings (No Labs/Research buildings) may only be considered during spring semesters breaks and summer semester breaks. These months are March, May & August.
- Q. What types of films are permitted, and who approves the script?
- A. Script approval is managed by Institute Communications. Content is reviewed on a case-by-case basis. Subject matter, shooting schedule and campus activities are all taken in consideration.
- Q. Will the \$100 application fee be returned if the request to use campus space for filming is not approved?
- A. Film application fees are non-refundable.
- Q. Is the 6-8 week lead time required for every film?
- A. This will depend on the size of the production, as well as, the administrative requirements.
- Q. Can filming take place after hours and on weekends?
- A. Filming hours for Instructional buildings are from 7:30am – 7:30pm Monday – Friday and no weekends.
- Q. Is meeting with the Film Logistics Committee (FLC) required?
- A. Yes. Producers are required to meet with the FLC on two separate occasions. In the first meeting the FLC will decide if the filming requirements can be met. The second meeting is when the FLC will sign-off on the approval checklist which authorizes the project to begin.
- Q. After the FLC signs off on the approval checklist can the film project start immediately?
- A. Filming cannot start until a fully executed license agreement is signed by an authorized representative of the film company, and by the Executive Vice President of Administration and Finance or his designee.
- Q. Can we use an outside security company?
- A. Security for campus property must be coordinated by the Georgia Tech Police Department. Any external security crew must be approved by the Georgia Tech Police Department.
- Q. Can changes be made to the campus landscape?
- A. Any request to change or alter campus landscape or structures must be submitted in writing to the Director of Landscaping and the Director of Construction Services for approval. In addition, a plan for restoring GT property to its original, or an upgraded condition, must also be submitted and approved.
- Q. Are film companies permitted to use external catering services?
- A. Film companies are encouraged to use a Georgia Tech approved campus caterer. External catering services must be approved in advance.