

Georgia Institute of Technology
Application to Use Facilities for Filming or Still Photography

Thank you for considering the Georgia Institute of Technology (GT) for your upcoming project. To ensure the best service possible we ask that parties interested in filming or still photography on the GT campus complete and submit this application.

Once we receive this form, we will begin the process of obtaining final approvals from all affected areas of the campus. No permission to use the campus should be inferred until this request has been approved Capital Planning and Space Management (CPSM) and you have been notified in writing of its approval.

Use of Institute name or likeness:

Any use of the names, marks, logos, trademarks, or campus icons of the Georgia Institute of Technology is governed by the Board of Regents of the University System of Georgia.

Film scripts will be reviewed for content by Institute Communications. If the script, date and location are approved a \$100 non-refundable application fee will be required. Please make the check payable to *Georgia Institute of Technology* and submit it to Capital Planning and Space Management (CPSM).

APPLICATION DATE: _____

Type of project: Movie: ____ Commercial: ____ TV/Pilot/Series: ____ Photography: _____

PROJECT NAME: _____

Are you a non-profit organization? ____ Name of Organization: _____

COMPANY/ ORGANIZATION INFORMATION:

Production Company: _____

Contact Person: _____

Office Phone #: _____ Cell #: _____ Email: _____

Producer: _____ Cell #: _____ Email: _____

Production Manager: _____ Cell #: _____ Email: _____

Location Manager: _____ Cell #: _____ Email: _____

Other: _____ Cell #: _____ Email: _____

PROJECT INFORMATION:

Production Date(s): _____

Location(s) on campus: _____

Load-in / load-out date(s): _____ Actual filming date(s): _____

Describe the project: _____

PRODUCTION INFORMATION:

Estimated Crew #:

Number of vehicles that need parking: _____

Any other information you would like to share with us about this project:

Please return completed form to Sharon Myers, Campus Space Coordinator @ sharon.myers@cpsm.gatech.edu