

Application for Filming at Wayne State University, Detroit, MI

Thank you for considering Wayne State University for your upcoming project. In order to ensure good service to production companies and to eliminate any miscommunications, we ask that each production company fill out and submit this request form. 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 and you have been notified of its approval. We thank you for your time in filling this out and look forward to working with you soon.

Name of Production: _____

Type of Production: _____ Shooting with sound? _____

Name and address of Production Company: _____

Contact Person's Name: _____

Phone Number: _____

Cell Number: _____

Email Address: _____

Fax Number: _____

Date(s) and times being requested:

Set-up: _____ Date: _____ Times: _____

Shoot (crew call to wrap): _____ Times: _____

Strike: _____ Date: _____ Times: _____

On shoot day times:

Truck arrival: _____

Tail Lights: _____

Area(s) and estimated times for each location being requested:

Location 1: _____ Times: _____

Location 2: _____ Times: _____

Location 3: _____ Times: _____

Number of people in:

Cast: _____

Crew: _____

Extras: _____

PARKING/CATERING INFORMATION:

Number and lengths of production vehicle(s) being brought on campus (please keep in mind that parking space is very limited):

Working Trucks-	Number: _____	Lengths: _____
Tow Plant Generator-	Number: _____	Lengths: _____
Condor/Crane-	Number: _____	Lengths: _____
Caterer-	Number: _____	Lengths: _____
Stakebeds-	Number: _____	Lengths: _____
Vans-	Number: _____	Lengths: _____
Electric carts-	Number: _____	Lengths: _____
Buses-	Number: _____	Lengths: _____
Other-	Number: _____	Lengths: _____

Number of personal vehicles: _____

Do you need an area for serving the meals? _____

Do you need an area to hold extras? _____

Will you be using a tent? _____ If so, what size? _____

MISC. INFORMATION:

What scene numbers will be done here? _____

Does the scene(s) involve any chase scenes, nudity, pyrotechnics, action scenes, weapons, effects of any kind or yelling? _____

Is there any construction of any kind that would be done? _____

Are there any known actors in any of the scenes filmed on campus who might attract a large crowd? _____ If so, name of actor(s): _____

Would you need to use any sort of lift or crane? _____

If so, please give type, weight and height: _____

Where would you need to have it placed? _____

Is there any other large equipment that would need to be brought in? _____

Would you need air conditioners/blowers/fountains/lights turned off? _____

If so, which ones and at what times? _____

SET DRESSING INFORMATION:

Give a complete list of all set-dressing that would be done (use additional sheets if needed).

If filming at a swimming pool, please list everything going into the water.

Please fax this entire packet to the Wayne State University, Business and Auxiliary Operations Office at (313) 577-8686 or email to n.ghareeb@wayne.edu in order to have an area on hold for you.