Location Request Form for Film Shooting on FTVM 6th Floor or FTVM NQ Production Studios

Please submit this form to the Key Administrator, Marga Schuhwerk-Hampel in the Department of Film, Television, and Media for departmental approval one week before start of the film shoot.

Contact Information for the person making the request:

Name: ____________________________________________

E-mail: __________________________ Phone Number: ____________________________
( include umich.edu email)

Who will be Location Manager/Person Responsible?

Name: ____________________________________________

E-mail: __________________________ Phone Number: ____________________________
( include umich.edu email)

Name and Description of Project:
(attach separate sheet if necessary)

FTVM Course #:_______ Name (s) of FTVM Faculty: ____________________________

Other:
Will the Faculty be in attendance? Yes No

Date(s) of Shoot:

Time(s) of Shoot: (Don’t list 6AM to Midnight; instead, list the preparation/shooting time/clean-up time and include breaks.)

Location specifics: What area on the 6th Floor are you requesting for this film shoot? Will you be shooting on the stairs between FTVM and Communication Studies? Which studio space? Be specific. If you plan on using any offices or any of the meeting rooms, then you must request permission from the Main Office. If you plan on using the stairway between the 5th and 6th floor, you must contact, Christopher Gale, Key Administrator for Communication Studies.

List of Equipment at the shoot:

List the Participants (Cast & Crew in attendance):

Approved by Date

____________________________________
Marga Schuhwerk-Hampel, Key Administrator
Film, Television, and Media
6340 North Quad