PHOTOGRAPHY, VIDEO, AND FILM APPLICATION
VANDERBILT UNIVERSITY

Type of Project: Film ( ) Video ( ) Photography ( ) Wedding ( )

Where will the project be displayed: __________________________________________

Project Title: ______________________________________________________________

Production Company: _______________________________________________________

Address: __________________________________________________________________

Location Manager: ___________________ Phone: __________________________

Email: ____________________________

Date(s) requested: ________________________________

Prep/Strike date(s): ___________________ Shoot date(s): ___________________

Hours requested: ___________________________________________________________

Locations requested: ________________________________________________________

Special electrical needs: _____________________________________________________

On Campus Parking Requirements: ______________________________________________

# Cast & Crew: ________

Production Company must be able to provide no less than $2,000,000 general liability and auto
liability. Production Company shall provide to Vanderbilt before using the Premises a copy of
the certificates evidencing of the existence and amounts of such insurance. Can you meet this
requirement and if not, what amounts do you have: ____________________________

________________________________________

________________________________________

________________________________________

Specific details of the project (e.g., purpose, how will the content be used):
________________________________________________________________________
________________________________________________________________________
________________________________

Please check each to show you understand and agree to the following terms:
___ I have read and understand these guidelines and agree to the requirements set forth in this document.
___ I understand I must provide a copy of the insurance certificates before production begins.
___ I understand that any substantive change in the above information will require resubmission of this
application.
___ I understand that Vanderbilt University cannot be recognizable in the film, video or photography. The
use of our premises is for location only.
___ Based on the complexity of the request, a location fee may be required.

Location Manager: ________________________________ Date: ________________