

**Instructions:**

- **Complete one form for each location.** Fill out as much of the form as possible on the computer.
- Forms must be completed **at least two weeks prior to the scheduled shoot.** The permission process takes **at least two weeks minimum to go through all the levels including Department, Area Management if necessary, and Security.**
- If you are writing – write legibly!
- Fill out **ONLY** Sections on "Student Information" and "Location Information".
- Send or take the completed form to Melinda at [m.tallin@uwinnipeg.ca](mailto:m.tallin@uwinnipeg.ca) or room 3T03.
- Your request will be submitted by the department to Security for approval, and Events for information.

**Student and Shoot Information:**

- Complete all the information in the Student Information section.
- Provide AS MUCH INFORMATION AS POSSIBLE in the Shoot Information section; add a separate page if necessary.
- Include each date, and the time for each date, for the location, being as specific as you can. Booking a space for 12 hours (because you don't know exactly when you'll need it) won't be accepted, but booking three hours instead of two hours (because you might run over) is more acceptable.
- Include the names and student numbers of each participant – actors and crew.

**Location Information:**

**Be as specific as possible. If you are using an area of the library, say which area; if you are using a stairwell in Manitoba Hall, which one and which floors? If you have flexibility, indicate that but provide a "first choice" to begin with.**

- **If the Location is a specific area:**
  - If the location is a specific area in the University (eg., Library, Cafeteria, RecPlex, etc.), you must include the Area Manager's information in the Location section, and secure the Area Manager's signature in the Authorization section. (If you aren't sure if it's a specific or general area, check with Melinda.)
  - Contact the Manager of the requested location for their approval and have them date and sign the form in the Authorization section (electronically or hard copy).
  - Submit the completed form back to Melinda at [m.tallin@uwinnipeg.ca](mailto:m.tallin@uwinnipeg.ca) or room 3T03.
- **If the location is a general area, OR once the form with Management signature is submitted:**
  - Ensure the form is complete and all required information is in place, then submit to Melinda at [m.tallin@uwinnipeg.ca](mailto:m.tallin@uwinnipeg.ca) or 3T03.
  - Melinda will review the request with any appropriate department (usually Events) and if approved, request Security approval.
  - The Security Supervisor will forward approval to Melinda, then file the form(s) in the appropriate binder in the Security Office.
  - Melinda will forward Security's approval to the student.

**Authorization Information:**

- This is where you get a signature from an Area Manager if required. (Security may sign the form or provide an e-mail approval.)

**PLEASE NOTE:**

- **Each request will be considered separately, on a case-by-case basis; there is no guarantee any single request will be granted.**
- **If you are shooting off-campus (including city streets or sidewalks) and/or including non-UW students/faculty in your shoots, there will be insurance implications which should be discussed with your instructor or the Department.**
- **The student must have a copy of the approval WITH ALL SIGNATURES (electronically or in hard copy) AND SECURITY APPROVAL available during filming.**
- **All Health & Safety protocols must be followed on location shoots, including cleaning areas before and after use. Masks and social distancing are highly recommended.**



PLEASE WRITE LEGIBLY.

STUDENT Information

Name Student #
Phone E-mail
Course Instructor

SHOOT Information - PLEASE BE AS EXACT AS POSSIBLE

Use a second page if necessary to include all information

Describe the activity including any props and special effects

What are the date, start and end time for each shoot in this location?

Date: Start time: End time:
Date: Start time: End time:
Date: Start time: End time:

List Names and Student # s of those involved in the shoot.

Three horizontal lines for listing names and student numbers.

LOCATION Information

(if you are using a specific area on campus list the contact person info)

Location Name:
Other Specific information about space:
University Contact Person (eg Manager) Name & Title:
Phone Number E-mail

AUTHORIZATION

1) Area Management Approval (if necessary):

As the person responsible for the location named above, I hereby authorize this film shoot.

Signature: Date: