



**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.** We cannot guarantee permission to shoot if form is received with less than one week's notice.
- Fill out **ONLY** Sections on "Student Information" and "Location Information". **ALL REQUIRED FIELDS MUST BE FILLED.**
- Forward (or take) each form to the Manager of the required shoot location, or for general locations to Melinda at [m.tallin@uwinnipeg.ca](mailto:m.tallin@uwinnipeg.ca), room 3T03.
- Once the Manager of the requested location has signed and dated the form (electronically or by hand) in the Authorization section, send or take it to Melinda.
- Melinda will review and e-mail all forms to Security requesting 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.
- **The student must have a copy of the approval (electronically or in hard copy) available during filming.**

**STUDENT Information**

Name \_\_\_\_\_ Student # \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
 Course \_\_\_\_\_ Instructor \_\_\_\_\_

**LOCATION Information**

Location Name \_\_\_\_\_  
 University Contact Person \_\_\_\_\_  
 (Name and Title)  
 Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_  
 Describe the activity including any props and special effects \_\_\_\_\_  
 \_\_\_\_\_  
 What are the dates of the activity? \_\_\_\_\_  
 What are the times of the activity? \_\_\_\_\_  
 List Names of those involved in the shoot. \_\_\_\_\_  
 \_\_\_\_\_

**AUTHORIZATION**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Authorization: \_\_\_\_\_ Date: \_\_\_\_\_