

Available Locations

1. For specific areas on the main campus (i.e. Library, Cafeteria, etc.), the student must seek permission directly from the Manager in charge of that area. The student must complete the ***UW Location Shoot Authorization Form***, then provide it to the area Manager for review and signature; this can be done electronically or on hard copy. The completed form should be sent to Melinda for security approval as per Procedures below.
2. For specific classrooms on the main campus (ex, Room 1L11, Room 3M63, etc.), please use the same booking form, listing Melinda Tallin (THFM Office Manager) as the contact; then send to Melinda at m.tallin@uwinnipeg.ca and she will request the room for you.
3. For specific rooms in the Asper Centre for Theatre and Film, please book in the normal way, i.e. go to our website at <http://uwinnipeg.ca/theatre>, click on *Student Rehearsal Room Bookings*, complete the *Internal Rehearsal Room Booking Request Form* and submit it to Melinda. Contact Melinda if you have any trouble at m.tallin@uwinnipeg.ca.
4. For general locations on the main campus of the university (i.e. hallways, elevators, parking garage, etc.) or in the Asper Centre for Theatre and Film (i.e. hallways, foyer, lounge, etc.), complete the standard ***UW Location Shoot Authorization Form***, then provide it to Melinda for signature. This can be done electronically or via hard copy.
5. ***For locations off-campus, appropriate permissions must be obtained; please speak to your instructor. Insurance can be available through the UW; please see Melinda for arrangements.***

Procedure

Once all necessary authorizations have been sought and granted **in writing on the correct form** (as noted above), the student must send Melinda one e-mail with full information in point form and all attachments, as follows:

- a) Student's Name, Class, and Prof. Also attach a separate, completed *UW Location Shoot Authorization Form* and/or *Room Booking Confirmation Form* **for each requested location**.
- b) Melinda will forward this complete package to Security for final approval (with a copy to the student).
- c) Once final approval has been granted by Security, Melinda will forward it via e-mail to the student.
- d) The student must retain the e-mail authorization and a copy of each permission and have them available during shooting (either electronically or in hard copy). This confirmation is also necessary to show to Security should you need access to a locked area.
- e) Security will also keep all signed *UW Location Authorization Forms* in the Security Office in the appropriate binder.

Notes

1. These arrangements must begin **at least two weeks** prior to the start of the shoot, as there are several steps often involving other UW departments. **We cannot process requests at the last minute!**
2. Absolutely no smoking on or around our campus; this includes the parking garages.
3. You are not permitted to shoot in washrooms.
4. You are not permitted to use any kind of weapon – real or fake – including knives, guns, etc.
5. If you are planning special effects, use absolutely nothing that may break or damage the cameras or equipment (ex: no fake blood on cameras) or mess up the locations.
6. Please treat all locations with respect. This means being polite and helping to maintain the regular flow of foot traffic through that area with minimal interruption; no rowdiness; clean up after yourselves; etc.
7. We have set up this process to accommodate electronic permissions as much as possible. This saves considerable time and leg work. If necessary, you may use hard copies but allow yourself extra time.
8. **Please keep your e-mails to Melinda to a minimum.** If you don't understand something, come to see me.
9. Keep in mind that there are more than 300 student film shoots during each academic year. The better organized you are and the more streamlined your process, the smoother your shoot will go. This is great practice for real life!
10. **There is a different process for shooting locations off campus.** Please ask your prof about this. University insurance is available for these shoots; see Melinda if required.

Questions? Contact Melinda at 204-786-9955, Room 3T03, m.tallin@uwinnipeg.ca