

PROD. NUMBER	PRODUCTION TITLE	PRODUCER'S NAME

LOCATION NAME/ADDRESS	LOCATION OWNER (OR AUTHORIZED AGENT)

The following constitutes the agreed plan between the student production and the location owner regarding how the location may be used and all guidelines and restrictions related to the use of the location. The production promises to provide a copy of this agreement to the location owner and keep a copy with the assigned student location manager on set at all times.

Quantity of cast and crew members at the property?	
Earliest time that crew/vehicles may arrive on the property?	
Latest time that crew/vehicles must be off the property?	

Where will personal vehicles be parked?	
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Where can tables be set up for food services?	
Where may the production dispose of trash?	

In which rooms/areas can the production shoot?	
In which rooms/areas can the production store equipment?	
Which rooms are off-limits to the production?	
What items in the location may the production use or move?	
Are there specific items that may not be touched or moved?	

Does the location have any COVID safety protocols (e.g., use of face-coverings) that the film crew are required to follow?	
Any other stipulations or instructions?	
During the shooting day, who will be the student contact person for the location owners/managers?	

THE UNDERSIGNED HAVE READ AND AGREE TO THE ABOVE TERMS:

_____ OWNER OR AUTHORIZED AGENT	_____ SIGNATURE	_____ PHONE	_____ DATE
_____ PRODUCER	_____ SIGNATURE	_____ PHONE	_____ DATE

Thank you for your help with this student production.
If you have any problems or questions, please contact our Film Coordinator
Sara Thomason at (270) 745-5890 or sara.thomason@wku.edu