

**Location Request Form
for Film Shooting on FTVM 6th Floor
or FTVM NQ Production Studios**

**Please submit this form to the Department of Film, Television, and Media
for departmental approval one week before start of the film shoot.**

Contact Information for the person making the request:

Name: _____

E-mail: _____ Phone Number: _____
(include umich.edu email)

Who will be Location Manager/Person Responsible?

Name: _____

E-mail: _____ Phone Number: _____
(include your umich.edu email)

Name and Description of Project:

(attach separate sheet if necessary)

FTVM Course #: _____ Name (s) of FTVM Faculty: _____

Other:

Will the Faculty be in attendance?

Yes

No

Date(s) of Shoot:

Time (s) of Shoot:

(Don't list 6AM to Midnight; instead, list the preparation/shooting time/clean-up time and include breaks.)

Location specifics:

What area on the 6th Floor are you requesting for this film shoot? Which studio space? Be specific. If you plan on using any offices or any of the meeting rooms, then you must request permission from the Main Office. If you plan on using the stairway between the 5th and 6th floor, you must contact, the Chief Administrator for Communication and Media.

List the Participants (Cast & Crew in attendance):

Approved by

Date

**FTVM Chief Administrator
Film, Television, and Media
6340 North Quad**