PUBLIC AFFAIRS FILMING APPLICATION – NON-STUDENT

Please remember to attach script or summary of scene(s) to be filmed.

To non-students seeking a filming location at Cal State LA:

Please complete the following and return it to the Office of Communications and Public Affairs – email to paffairs@cslanet.calstatela.edu, fax to 323-343-6405, or deliver to Administration 819. Include either the script segment to be filmed at Cal State LA, a clear description of scenes to be filmed, or a plot synopsis. The Office of Communications and Public Affairs will review the application in regards to content/image issues. It will take a minimum 10 working days to review the application.

If approved by Communications and Public Affairs, the project will be forwarded to Facilities Use Coordinator Susan Tsuji, who will then serve as the primary point of contact for further University review, approval and coordination of this project. Ms. Tsuji will follow-up with regard to space availability, liability, rental arrangements and other potential concerns, coordinating with Cal State LA’s Public Safety department and other areas. Please complete each section of the application and submit one form for each project.

For more information, contact the following:

Communications and Public Affairs: (323) 343-3050, paffairs@cslanet.calstatela.edu, Admin 819
Facilities Use: (323) 343-3509, stsuij@cslanet.calstatela.edu, Admin 604

Thank you for your interest in Cal State LA

Office of Public Affairs
California State University, Los Angeles
5151 State University Drive, Los Angeles, CA 90032
323-343-3050
Project (film) name:

1. Date submitted:

2. Production company:
   Name:
   Address:
   Email:
   Phone:

3. Primary company contact (individual presenting proposal):
   Name:
   Title:
   Email:
   Office/Cell Phone:

4. Project title:

5. Project type (feature film, music video, documentary, TV episode, PSA, etc.):

6. Length and very brief description of overall film project
   (e.g., 60-second PSA on food safety; 3-minute music video for Los Lobos; one-hour episode of House; documentary on urban landscapes; a 6-month reality-TV series follows student Liz as she prepares for med school, etc.):

7. Script or brief description of scene(s) proposed to be shot at Cal State LA (may be faxed to 323-343-6405):

8. Special needs props, critical action (particularly note any vehicles, pyrotechnics or toy weapons to be used in filming):

9. Location(s) requested (include first and second choices, if applicable):
10. Expected total duration of filming:

11. Preferred day(s) and date(s) of filming:

12. Start and stop time:

13. Group size (including talent, crew, director and/or producer):

**PARKING PERMITS:** Drivers with a valid Cal State LA or other CSU parking permit must park in areas indicated on their permit. Parking permits for up to 7 vehicles for talent and crew who are not current Cal State LA students **must** be requested **no less than 5 working days** before filming. Remaining vehicles may purchase parking permits in all the designated pay lots without reservations. The cost is $3.00 for four hours to a maximum of $6.00 per day.

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Referred by Communications and Public Affairs to Facilities-Use Coordinator:

Script Approval: _______________________________________________
Date: _______
Notes: _________________________________________________________

Facilities-Use Approval: _______________________________________
Date: _______
Notes: _________________________________________________________

Public Safety Notification: _____________________________________
Date: _______
Notes: _________________________________________________________