FILMING/VIDEO APPLICATION – STUDENT

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

To 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@calstatela.edu, fax to 323-343-6405, or deliver to Administration 819. It will take a minimum 10 working days to review the application. Include either the script segment to be filmed at Cal State LA with a clear description of scenes to be filmed, or a plot synopsis that details the scenes to be filmed on campus. The Office of Communications and Public Affairs will review the application in regard to content and image issues. If approved by Communications and Public Affairs staff, the application will be forwarded to the 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. She will follow-up with the applicant for matters of space availability, liability and other potential concerns, including coordinating with the Department of Public Safety and other areas or departments. Please complete each section of the application.

Such filming must be directly related to a course project and approved by the course instructor. (Otherwise, please use the application for filming requests by off-campus entities). For more information, contact the following:

Communications and Public Affairs: (323) 343-3050, PAffairs@calstatela.edu, Admin 819

Facilities Use: (323) 343-3509, stsuji@cslanet.calstatela.edu, Admin 604

Thank you for your interest in Cal State LA

Office of Communications and Public Affairs
California State University, Los Angeles
5151 State University Drive, Los Angeles, CA 90032
323-343-3050
1. Student’s name: 
   Last 4 digits of CIN: 

2. E-mail address: 

3. Contact phone #: 

4. Today’s date: 

5. Class name and course number (student must be currently enrolled): 

6. Professor/Instructor: 
   (Professor/Instructor signature required) 

7. Project (film) name: 

8. Brief (1-2 line) description/storyline and length of overall film: 
   (i.e. 3-minute music video or 60 sec. PSA about...): 

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

10. Special props used/needed: (Particularly note any vehicles, 
    pyrotechnics or toy weapons to be used in filming): 

11. Location(s) requested:
12. Day and date of filming:

13. Start and stop time:

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

PARKING PERMITS: Drivers with a valid Cal State LA or other CSU parking permits 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: __________________________________________________