Georgia Institute of Technology
Application to Use Facilities for Filming or Still Photography

Thank you for considering the Georgia Institute of Technology (GT) for your upcoming project. To ensure the best service possible we ask that parties interested in filming or still photography on the GT campus complete and submit this application.

Once we receive this form, we will begin the process of obtaining final approvals from all affected areas of the campus. No permission to use the campus should be inferred until this request has been approved Capital Planning and Space Management (CPSM) and you have been notified in writing of its approval.

Use of Institute name or likeness:
Any use of the names, marks, logos, trademarks, or campus icons of the Georgia Institute of Technology is governed by the Board of Regents of the University System of Georgia.

Film scripts will be reviewed for content by Institute Communications. If the script, date and location are approved a $100 non-refundable application fee will be required. Please make the check payable to Georgia Institute of Technology and submit it to Capital Planning and Space Management (CPSM).

APPLICATION DATE: _____________________________

Type of project:   Movie: ______ Commercial: _______ TV/Pilot/Series: ______ Photography: ______

PROJECT NAME: ____________________________________________________________________________________________

Are you a non-profit organization? _____   Name of Organization: _______________________

COMPANY/ORGANIZATION INFORMATION:

Production Company: ________________________________________________

Contact Person: ________________________________________________

Office Phone #: ___________________ Cell #: ___________________ Email: ___________________
Producer: ___________________ Cell #: ___________________ Email: ___________________
Production Manager: ___________________ Cell #: ___________________ Email: ___________________
Location Manager: ___________________ Cell #: ___________________ Email: ___________________
Other: ___________________ Cell #: ___________________ Email: ___________________

PROJECT INFORMATION:

Production Date(s): ____________________________________________
Location(s) on campus: ____________________________________________

Load-in / load-out date(s): ____________________________
Actual filming date(s): ____________________________

Describe the project: ________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

PRODUCTION INFORMATION:

Estimated Crew #:__________________________

Number of vehicles that need parking: _________

Any other information you would like to share with us about this project:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Please return completed form to Deborah Greene, Assistant Director, Capital Planning and Space Management
@ deborah.greene@cpsm.gatech.edu