

**Georgia Institute of Technology (GT)
Capital Planning and Space Management (CPSM)
Brief Outline of Steps and Contacts for Filming and Still Photography**

1. Contact Campus Use/Film Specialist at CPSM with your initial request.
2. Complete Filming and Still Photography Application: <http://space.gatech.edu/films-and-photo-shoots>. Submit completed application form to: films@cpsm.gatech.edu.
3. If required, submit applicable non-refundable Application Fee to CPSM or GT Budget Office. Application fees may be made by check or credit card. Checks should be made payable to **Georgia Institute of Technology**. A credit card authorization form is available for those who prefer to use a credit card for payment. Credit card authorizations are accepted by contacting the **GT Budget Office** at kevin.mcconnell@business.gatech.edu or at films@cpsm.gatech.edu. Checks may be delivered to: Office of Capital Planning and Space Management; Georgia Institute of Technology; 225 North Avenue; Lyman Hall Building, Suite 125, Atlanta, GA 30332-0257
4. Contact personnel at venue(s) of interest for initial and technical scouting (see below).

Instructional Spaces and Outdoor Locations:

Capital Planning and Space Management (CPSM):
<http://space.gatech.edu/films-and-photo-shoots>
Campus Use/Film Specialist
Email: films@cpsm.gatech.edu

Event Venues Contacts:

Campus Recreational Center (CRC): www.crc.gatech.edu
Assistant Director of Campus Recreation - Facilities and Operations: Jonathan Hart
404-894-3987
Email: jonathan.hart@crc.gatech.edu
Director of Communications, Campus Services: Morgan Miller 404-894-3354
Email: morgan.miller@gatech.edu

Georgia Tech Athletics Association (GTAA):
<http://www.ramblinwreck.com/facilities/rentals.html>
External Event Coordinator: Darius Strickland O 404-894-9774 C.404.436.5248
Email: dstrickland@athletics.gatech.edu

Historic Academy of Medicine (AoM): www.academy.gatech.edu
Program Manager: Michael Dixon 404-894-1414
Email: mdixon46@gatech.edu

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5. If request is determined by CPSM to comply with campus date and location criteria, and does not conflict with regular campus activities, you will be instructed to submit script, interview questions, or content information and description of film/photographs use and schedule to Communication Manager for content and use approval.
Communication Manager, **Institute Communications**: Rachael Pocklington 404-385-4142
Email: rpocklington@gatech.edu
6. Production Company personnel for commercial films must attend scheduled Film Logistics Committee (FLC) meeting to discuss logistics and requirements for filming your project on the GT campus.
7. Submit certificate(s) of insurance that comply with State of Georgia requirements to the Director of Insurance and Assets for review and approval
frederick.trotter@business.gatech.edu.
8. Submit **FINAL** layout to Fire Safety Office at <https://www.ehs.gatech.edu/fire/register-event>
9. Obtain authorized signature from Production Company on GT license agreement.
10. Obtain authorized signature from GT on license agreement for agreement execution.
11. Only filming and still photography projects with fully executed license agreements will be permitted to film or take still photographs on the GT campus.

Additional information regarding filming and still photography on campus may be found on the CPSM website at <http://space.gatech.edu/films-and-photo-shoots>.