Guidelines for Filming and Photography at the Georgia Institute of Technology

1. Contact venue of interest for photo shoots, filming, or scouting purposes and check the availability for the date of your project.

Venue contacts:

**Academy of Medicine (AoM):** [www.academy.gatech.edu](http://www.academy.gatech.edu)
Event Coordinator: Anne Minty 404-894-1414 | Email: anne.minty@stucen.gatech.edu
Marketing & Event Manager II: Shawn Stinson 404-894-1414 | Email: shawn.stinson@stucen.gatech.edu

**Campus Recreational Center (CRC):** [www.crc.gatech.edu](http://www.crc.gatech.edu)
Assistant Director of Campus Recreation - Facilities and Operations: Jonathan Hart 404-894-3987
Email: jonathan.hart@crc.gatech.edu
Assistant Director, Marketing & Communications: Kate O’Neill 404-385-7268
Email: kate.oneill@crc.gatech.edu

**Georgia Tech Athletics Association (GTAA):** [http://www.ramblinwreck.com/facilities/rentals.html](http://www.ramblinwreck.com/facilities/rentals.html)
External Event Coordinator: Chad Peachey 404-894-9774 | Email: cpeachey@athletics.gatech.edu

**Capital Planning and Space Management (CPSM):** [http://space.gatech.edu/films-and-photo-shoots](http://space.gatech.edu/films-and-photo-shoots)
Campus Space Coordinator-Events: Sharon Myers 404-894-4802 | Email: Sharon.myers@cpsm.gatech.edu

2. Content approval for photography shoots and film scripts:

Send script or description of photo shoot to Institute Communications (IC):
Assistant VP News and Campus Communications: Lisa Grovenstein
Email: lisa.grovenstein@comm.gatech.edu

3. Application fee process: Once venue and area are approved for dates of the project and approval is given for script or photo shoot by (IC), complete application form, along with a $100 non-refundable application fee: (Form link will be inserted here)

4. Film Logistics Committee Meeting (FLC): Attending an FLC meeting will be required (if applicable) for filming approvals and logistics discussion of your project

5. Only when a contract is executed: May filming occur on campus.