

STATEMENT OF INTENT

I have read and understand the Cal Poly Humboldt Policy for Commercial Visual and Sound Productions and agree to the stated terms and conditions. My signature below affirms my authority to make decisions on behalf of my company while filming on the Cal Poly Humboldt campus.

Name: _____

Title: _____

Company: _____

Signature: _____ Date: _____

PRODUCTION REFERENCE

Production Title: _____

Estimated Campus Access Dates: _____ to _____
Arrival on campus Final departure

CREDIT AND CHARACTER REFERENCE

Last Venue or Facility Booked: _____

Name of Facility Manager: _____

Phone Number: _____

Please fill out this page and the following forms and email them to Cal Poly Humboldt's Office of Marketing & Communications, marcom@humboldt.edu, or call us at (707) 826-3321. Upon receipt of these forms we will contact you to schedule a walk-through and follow-up meeting.

Thank you,
Marketing & Communications
(707) 826-3321

PRODUCTION COMPANY INFORMATION

Project

Title: _____

Company

Name: _____

Company Address: _____

Main Phone Number: _____

Main Fax: _____

What type of project is this? (i.e. feature film, documentary, sound production): _____

Brief description of the project:

ACCESS DATES

Arrival: _____ Departure: _____

PERSONNEL

Producer: _____ Phone: _____

Director: _____ Phone: _____

Assistant Director: _____ Phone: _____

Location Manager: _____ Phone: _____

Total # of crew: _____ Total cast: _____

VEHICLES

Describe types of vehicles and how many:

EQUIPMENT

Number of Cameras: _____

Number of Props: _____

Number of Sound Packages: _____

Type of Grip Equipment:

PRODUCTION DETAILS

Date	Time at location	Filming times	Locations and access needed	Detailed scene description
	Start: End:	Start: End:		
	Start: End:	Start: End:		
	Start: End:	Start: End:		
	Start: End:	Start: End:		
	Start: End:	Start: End:		

PLEASE ATTACH A COPY OF THE SCRIPT AND ANY ADDITIONAL PAGES AS NEEDED.