

DePaul University CDM School of Cinematic Arts

UGPG, Thesis, and Independent Project Information Form

This form and supporting documents (see below for list) must be submitted to the Production Office before equipment or facilities can be reserved for any project outside of a coursework assignment. This includes films receiving funds from Undergraduate Production Grant, MFA thesis projects, and independent projects.

Please note that submitting this form does not guarantee approval of the request. CDM-SCA staff will review the information and will address any further concerns directly with the student. Further action may be required before approval is granted.

Individuals requesting equipment that also requires certification or training prior to reservation such as advanced cameras or the grip truck must also meet those requirements prior to submitting this form.

Instructions:

1. Fill out this form completely.
2. Have the faculty advisor to the project review and sign the form (MFA thesis projects must have chair of thesis committee sign).
3. Deliver either a physical copy or scanned copy of the signed form to the Production Office at production@cdm.depaul.edu along with all of the following:
 - Script (or treatment for unscripted projects, or description for other).
 - Expected production schedule, including dates for scouting, casting, camera tests, set builds, rehearsals, shoot dates, wrap and clean up, etc.
 - List of locations to be used and any sets that will need to be built.
 - Crew list.

The request(s) must be submitted at least 7 days before the requested pick up date.

Applicant Information

Name:

DePaul ID #:

Email:

Phone:

Today's Date:

Project Name:

Applicant's
Role on
Production:

Equipment
Center(s)
equipment is
requested from
(select all that
apply):

Loop Equipment Center
Camera Vault
Cinespace Stages, Lighting and Grip

Project Information

This request is
for a/an:

MFA Thesis Project
Film receiving funding from the Undergraduate Production Grant
Independent Project

Title of
Production:

Project
Director (Name
and DPU ID#):

Project
Producer
(Name and ID):

Project DP
(Name and ID):

Project
Production
Designer
(Name and ID)

Project 1st AC
(Name and ID):

Project
Location
Sound Mixer
(Name and ID):

Project Gaffer
or Key Grip
(Name and ID):

Description of Project (type of shoot, size of crew, intended final use/distro, crew paid or unpaid, etc - not a plot synopsis):

Equipment and Facilities Requested (attach additional page if required):

Faculty Advisor to Project:

Faculty Advisor Signature: _____

FOR STAFF USE

Date Received:

Received By: