

PROJECT INFORMATION FORM

This form and supporting Production Packet (see below for list) must be submitted to the Production Office **at least 7 DAYS prior to requested date** before equipment or facilities can be reserved for ANY project outside of a student coursework assignment, including films receiving funds from grants, MFA thesis projects, independent projects, projects undertaken for extra credit, Independent Study, as well as any staff or faculty reservations.

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

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

Information related to equipment with these requirements can be found in the policies for equipment centers found in the Student Production Guide available at the SCA Central website in D2L.

Instructions:

1. Fill out this form completely.
2. Obtain a signature of approval from the faculty advisor for the project (MFA Thesis projects require Committee Chair signature).
3. Email the form, along with these Production Packet materials to the Production Office at production@cdm.depaul.edu. Please submit together as one .pdf document tied in this order, or together in a .Zip file if possible:
 - a. Script (or treatment for unscripted projects, or description for other facility /equipment needs)
 - b. Expected production schedule, including any of the following that apply:
(Can be listed by date or included in a calendar)
 - i. Dates for location scouting and securing
 - ii. Casting plans
 - iii. Camera tests
 - iv. Set builds
 - v. Rehearsals (if taking place on campus via room reservation)
 - vi. Shoot dates
 - vii. Wrap date
 - viii. Post-production schedule (Load footage, edit, rough cut reviews, final delivery)
4. Locations Information:
 - a. List of shooting locations including addresses and contact information for off-campus locations
 - b. Completed COI Request form for each locations requiring proof of insurance coverage
5. Contracts - Submit as many signed contracts for cast and crew as possible with this packet. **All contracts are due by 5PM the day prior to the shoot in order to have insurance coverage for all persons involved in the shoot.**
6. Final File deliverable spec's (final file sizes and formats expected for edit/export in post)

**Film producers are also required to implement a COVID-19 Safety plan for each shoot. The production office will provide a checklist of considerations and are able to help guide your planning.*

Applicant Information

Name: DePaul ID #:

Email: Phone:

Today's Date: Project Name:

Applicant's Role/Title on Production:

Equipment is requested from (select all that apply):

- Loop Equipment Center (a.k.a The Cage)
- Camera Vault (Advanced Camera)
- DePaul Cinespace Studios and Stage Equipment (lighting and grip)

Facilities/Rooms requested from (select all that apply):

- DePaul Cinespace Studios (stages or classrooms)
- CDM and/or Daley Building

This request is for (select one):

MFA Thesis Project

Grant-funded project

Independent Study Class (Course number required)

(select one) ANI399/599 _ DOC 399/599 Film 399/599
Post 399/599 VFX 399/599

****Independent Project" submissions must include proof of student-provided production insurance*

Extra Credit Opportunity (Course number required)

Independent Project (not via a DePaul credited course)*

Faculty request

Other (Describe:) *Ex: Workshop on stage*

Description of production/event specifics (type of shoot, size of crew, intended final use/distribution crew paid or unpaid, plans for any weapons, stunts, etc...).

Attach additional sheet if necessary:

For all projects except MFA thesis projects, all principle crew identified below must be current DePaul students:

Project Producer (Name and DPU ID#):

Project Director (Name and DPU ID #:

Project DP (Name and ID):

Project Production Designer (Name and ID):

Project 1st AC (Name and ID):

Project Gaffer or Key Grip (Name and ID):

Also required to list by name, but not mandated to be a DePaul student:

Project Location Sound Mixer (Name and DPU ID if applicable):

Editor (Name and DPU ID if applicable):

Specific Equipment/Facilities Requested
(if applicable):

Dates for Equipment/Facilities Requested
(if applicable):

Prep/pick-up:

Shoot/Use:

Wrap/Return:

Faculty Advisor to Project (Name):

Faculty Advisor Signature:

Date of advisor signature:

-----FOR STAFF USE-----

Production Office _ Received by (Name):

Date: