



Office of Strategic Communication

300 Plaza Centre One
Iowa City, Iowa 52242-2500
319-384-0019
Fax 319-384-0024

Film, Television, Photography or Other Commercial Production Application Form
Information must be completed in full

Date form submitted: _____

Desired start date: _____

OVERVIEW

Requestor name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Cell phone: _____

Email: _____

Requestor's employer: _____

Description/Type of employer: _____

Primary contact: _____

Phone: _____ Cell phone: _____

Email: _____

Alternate Contact: _____

Phone: _____ Cell phone: _____

Email: _____

PRODUCTION TYPE

Still photography

Corporate video

Film (short or feature)

Documentary

Commercial

Educational Video

Other _____

PRODUCTION OVERVIEW

Project title: _____

Description of project: _____

A full script, treatment storyboards or similar materials may be requested.

Will the University of Iowa campus be recognizable in the final product? Yes No

Will any UI indicia (name, marks, signature colors & images, prominent individuals and locations, and athletic uniforms) be used? Yes No

If yes, please explain what UI indicia will be used, and why:

How is the film/production to be used and/or distributed:

Potential air or release date: _____

Will you involve any UI students or employees? If so, explain, including whether you plan to first seek and obtain their permission to be involved:

SITE LOCATIONS REQUESTED

Location(s):

Date filming begins: _____

Number of shooting days: _____

Anticipated times: _____

Number of crew: _____

Number of cast: _____

Number of vehicles: _____

Equipment to be used:

camera cars

camera dolly on track

drone or uncrewed/unmanned aerial system ([see UI drone policy](#))

generator

camera crane

cars/trucks

scaffolding

car with ext. camera mount

lighting stands

other (e.g., structures/props to be constructed)

Will you have any special parking, loading and/or unloading needs? If yes, explain:

Will you have any special electrical needs? If yes, explain:

Do you anticipate causing any traffic or campus disruptions, and if yes, what is your plan to alleviate such disruptions?

Do you want or anticipate needing any special security resources? If yes, explain:

INSURANCE

Requestor shall purchase and maintain the following insurance at Requestor's sole cost:

- Workers Compensation (compliance with Iowa law).
- Employers Liability (no less than \$500,000 per accident for bodily injury, and \$500,000 per employee and per policy limit for disease).
- Commercial General Liability (no less than \$1,000,000 per occurrence).
- Automobile Liability (no less than \$1,000,000 each accident limit).
- Umbrella Liability (no less than \$1,000,000 per occurrence).

All liability policies shall be endorsed to include as additional insureds and shall provide for a waiver of subrogation in favor of the University of Iowa, the State of Iowa, and the Board of Regents, State of Iowa. Requestor's policies shall be primary over University's policies (if any), and shall provide for severability of interests.

A Certificates of Insurance shall be provided to the University as evidence of compliance with this requirement, prior to any activity.

The below-signed Requestor agrees to comply with the requirements described on the University of Iowa's [Filming on Campus](#) page and with those parts of the University of Iowa's [Filming on Campus policy](#) applicable to the Requestor. The below-signed agrees to update the information as described above should production plans change.

Requestor

Authorized Representative signature

Printed name of authorized representative

Title: _____

Date: _____

Office of Strategic Communication signature

By: _____

Title: _____

Date: _____

Mark one: Approved _____ Not Approved _____