

NOTE: Any/all modifications and/or alterations must be removed and the area returned to its previous state when event is done.

Are you requesting permission to film or photograph any of the following: University of Wyoming landmark signs, student residence and dining halls, faculty residential housing, the University of Wyoming Laboratory School, the Student Health Services building or any University of Wyoming family medical residency centers, research laboratories, or the President's residence?

No

Yes If so, which facility or facilities? _____

Provide a description of any and all activities that will occur on Campus Facility/Grounds Area (Use a separate sheet of paper, if necessary): _____

Anticipated Attendance (include number of people in crew and all others): _____

Total Number of Vehicles (please specify details below): _____

Trucks _____	Motor homes _____
Autos _____	Picture Cars _____
Vans _____	Camera Cars _____
Catering _____	Generator _____
Trailer _____	Other (please specify) _____

Pyrotechnics:

Description _____	
Technician _____	License # _____
F/X Permit # _____	Phone # _____
Pager # _____	Cell # _____

Brief Detailed Description of project/event (NOTE: for film or TV shoots submittal of script is required):

Are you requesting permission for the university be identified in the project as UW? If so, how will the University be portrayed?

List equipment to be used during film/shoot:

Other Special Requirements: _____

Additional Information

Insurance

Liability insurance may be required when using UW facilities and grounds. Required insurance coverage will be determined in consultation with University of Wyoming Risk Management.

Fees

Rates for the use of university facilities will be assessed and invoiced by the UW Central Scheduling Office for commercial photography or filming as set forth in University Policy.

Scheduling Priorities

The UW Central Scheduling Office has the right to refuse an application for photography or filming due to a conflict in scheduling spaces or events on campus or if University elects not to participate in a project for any reason. Scheduling priorities for university functions will take precedence over non-university functions.

