

RICE UNIVERSITY ON-CAMPUS PHOTO SHOOT & FILMING REQUEST

Complete and submit a minimum of five (5) working days prior to required decision date.
Office of University Relation, (713) 348-6781, FAX: (713) 348-6751

Person or Group
Making Request: _____

Contact: _____

Name		
_____	_____	_____
Day Phone	Evening Phone	FAX Number
Mailing Address		ZIP

Name of Client: _____
(If Commercial Usage)

Nature of Shoot: Please check appropriate boxes and provide complete, written details of intended usage:

- | | | |
|-----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Interior | <input type="checkbox"/> Still Photos | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Exterior | <input type="checkbox"/> Film | <input type="checkbox"/> Feature Film/Documentary |
| <input type="checkbox"/> Video | | <input type="checkbox"/> Print Advertising (List Publications) |
| | | <input type="checkbox"/> Broadcast Advertising (List Stations) |
| | | <input type="checkbox"/> News (Name Program and Network) |
| | | <input type="checkbox"/> Charitable/Not for Profit |
| | | <input type="checkbox"/> Individual/Bridal |

Details:

Requested Date(s): _____ Time: _____ to _____

Requested Site(s): Please be very specific. Refer to locations by building names and numbers on attached map.

Please provide Names and Titles of all people who will come onto the campus for shoot.

Vehicles: List and describe all vehicles to be brought onto campus. Asterisk (*) those needed at the shoot site(s).

Location Fees: Location fees for photographic use of Rice Campus

Film/Video	Full Day (6-12 hours)	\$2,000
	1/2-Day (1-6 hours)	\$1,000
Still Photos	Full Day (6-12 hours)	\$ 500
	1/2-Day (1-6 hours)	\$ 250

NOTE: Additional charges may be required for shooting outside normal staff hours and /or for unusual power, security, or site preparation requirements.

Rice University Internal Use Only

Initial Inquiry: Date: _____ Time: _____ a.m. / p.m.
Forms Sent: Date: _____ Time: _____ []Fax []Mail []Pick-Up

Documentation: 1. Insurance Certificate Date: _____
2. Conditions for Use Date: _____
3. Photo Shoot Request Date: _____
4. Script/Copy Date: _____

Routing: []PRES []F&E []RUPD []Other: _____

Approval: []Granted []Denied Date: _____