After successful review of all academic year curricular projects, Rising 3rd year students may have access to equipment in the summer for an extracurricular project between **June 13 - July 16 only**.

➢ There is a **4-day production period maximum** for each shoot.
➢ Check-outs are scheduled on Thursdays, and check-ins are scheduled on Tuesdays.
➢ Equipment must be returned before a 2nd reservation can be made.
➢ No supplies or post allotment of any kind are included.
➢ Projects with special scenes or requiring COIs must contact Elizabeth at least 3 weeks before the scheduled slot.
➢ Projects that don’t require a production review require at least **72 hours notice**.
➢ Equipment and dates are based on availability.

**Instructions**

Complete this form and send it with a completed script to Elizabeth Elsass. Allow 3 business days for a response. After 3 business days, please follow up with a phone call: (212) 998-1481. *(Please note: 3 weeks advanced notice is required if your project has any special elements or requires COIs.)*

- Once approved, you will receive a slot on the schedule.
- After approval, SUMMER PROJECTS requiring a production review must send scripts to Elizabeth Elsass for Production Advisement and register with Risk Management.

**Please read and initial the following:**

*I understand that if my project contains Special Scenes or Activities, I must complete a Production Review within the necessary time frame to clear this Project for production. I understand I may be subject to Academic Review if I violate this agreement:*

**Initials: __________**

Name: ____________________________

Phone: ____________________________  E-mail: ____________________________

Title: ____________________________  Shooting Dates: ____________________________ (3 day max.)

Please check any that apply to your shoot (Production Advisement will be necessary if any boxes are checked):

- [ ] Private Property Location
- [ ] Municipal Permit Needed
- [ ] Rented Equipment
- [ ] Rented Props
- [ ] Cast and Crew of more than 7
- [ ] Minors (Actors under 18yo)
- [ ] Animals, Livestock, Pets
- [ ] Bathroom Scenes
- [ ] Fights & Stunts
- [ ] Cigarette, Alcohol, Drug Scenes
- [ ] Fire, Open Flames, Pyrotechnics
- [ ] Firearms/Weapons
- [ ] Nudity/Partial Nudity
- [ ] Vehicles Rentals (CC rentals prohibited)
- [ ] Rooftops, Fire Escapes, Balconies, Bridges
- [ ] Set Construction
- [ ] Water/Watercraft scenes (Oceans, Rivers, Pools, Decks)

Your signature below signifies that all information submitted on this form is accurate and the equipment requested is for the intention of creating the extra-curricular project.

**Student Signature: ____________________________ Date: __________**