



## PHOTO SHOOT & FILMING NOTIFICATION FORM

Person or Group  
Making Request: \_\_\_\_\_

Contact: \_\_\_\_\_

_____ Name	_____ Evening Phone	_____ Mobile Phone	_____ Fax
_____ Day Phone	_____ Mailing Address	_____ Zip	
_____ E-mail Address	_____		

\_\_\_\_\_  
Website Address if Professional Photographer

Name of Client: \_\_\_\_\_

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

**PLEASE NOTE:** No political, religious, or controversial subject matter will be approved for your photo shoot or filming project.

- |                                   |                                       |   |
|-----------------------------------|---------------------------------------|---|
| <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"/> 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                           |

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ to \_\_\_\_\_

Requested Site(s): **Please be very specific. (Street address, intersection, or venue)**

---

---

---

Generally describe type of equipment that will be used and number of pieces (still cameras, video or film cameras, lighting, generators, vehicles, booms, etc.):

---

---

---

Total Number of people involved in shoot: \_\_\_\_\_

Cast Members \_\_\_\_\_

Crew Members \_\_\_\_\_

Event Vehicles (other than passenger cars/SUV's) on property:

---

---

**Please note:** If the photographer/client will be conducting a shoot on Sundance Square property and/or bringing his event vehicle(s) onto the private property, the individual or company must complete a License Agreement form containing an indemnity provision, and provide a Certificate of Liability Insurance (naming the property owners as additional insured) prior to any photo work on site.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Chris Chaney  
Events & Promotions Manager

**Please carry this completed and approved form with you during your photo shoot.**

---

FOR OFFICE USE ONLY

INSURANCE COLLECTED:	YES	NO
INSURANCE APPROVED:	YES	NO
PARKING INFORMED:	YES	NO
SECURITY INFORMED:	YES	NO