



**TRF**

**Television, Radio & Film Production**

**617-824-8936**

**REQUEST FOR TV STUDIO PERMIT – FORM A4**

Date of Request \_\_\_\_\_

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Course/Organization \_\_\_\_\_ Faculty Member or Advisor \_\_\_\_\_

Location Requested: **DiBona Studio** **Studio B** **Journalism**

Notes \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Load IN Time \_\_\_\_\_ Load OUT Time \_\_\_\_\_

*Use of the dock and freight elevator must be reserved through Property Management*

Norman Sosin (norman\_sosin@emerson.edu)

**Description of Shoot:**

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Use separate sheet of paper if necessary

**Crew:**

Name/Position

Address

Tel. #

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Use separate sheet of paper if necessary

**Cast:**

Name/Position

Address

Tel. #

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Use separate sheet of paper if necessary

**Equipment, Props, and sets to be brought (must be removed when finished)**

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**Special Needs**

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I have read the Emerson College Policies and Procedure for shooting on Emerson College property, understand it, and agree to all provisions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FACULTY/ADVISOR SECTION:**

I have reviewed the proposed project and agree that the above items noted are part of and required for completion of my course assignment (or College approved activity) and represent a valid list of requirements for their project. I support the student's request for services and location approvals.

Faculty Member's Name (please print): \_\_\_\_\_

Phone: \_\_\_\_\_

Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TRF/ADMINISTRATION APPROVAL SECTION:**

TV Studio Manager \_\_\_\_\_

Building Manager (Please print) \_\_\_\_\_ Phone: \_\_\_\_\_

Building Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Public Safety Signature (if necessary) \_\_\_\_\_

Date: \_\_\_\_\_

TRF Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SPECIAL NOTATIONS:**

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Make copy of completed form and return original to:

**For Tufte Studios:** Tony Ascenso, Manager, PPC Television Studio Rm 814, Tufte Building

**For Journalism:** Tim MacArthur, Manager, Journalism Studios, 6<sup>th</sup> Floor, Rm 631, Walker Building