



Television, Radio & Film Production (TRF)
617-824-8978

**REQUEST FOR PUBLIC LOCATION PERMISSION - FORM A2
CERTIFICATE OF INSURANCE & BOND**

Student Name: _____ Date of Request: _____

Address: _____

Phone: _____ e-mail: _____

Course/Organization: _____ Faculty Member or Advisor: _____

SUBMIT A SEPARATE REQUEST FOR EACH LOCATION.

Precise description of the location, date and time for which insurance is requested. The insurance certificate covers only those locations, dates, and times entered on this form. (Example: Even side of Boylston Street between 80 Boylston and 120 Boylston.)

Location Requested: _____

Date Requested: _____ Time Requested: _____

Description of shoot:

Crew:

Cast:

Equipment, Props, and sets to be brought to the location:

I understand and agree to the Emerson College policies and procedures for shooting on Public property.

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 Emerson 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: _____

Emerson College TRF APPROVAL SECTION:

TRF
Signature _____ Date: _____

SPECIAL NOTATIONS:

