



FILMING AND PHOTOGRAPHY PROJECT PROPOSAL FORM

In coordination with American University's Filming and Photography Policy, a copy of the script or storyboard, along with a project description, must be submitted to the University Communications office for University approval. Please be as specific as possible when filling out the information requested below. When complete, email to aumedia@american.edu or fax to 202-885-5959 (call 202-885-5950 to confirm receipt of fax).

Date Submitted:

Company:

Address:

Lead Contact:

Office Phone:

Cell:

E-mail:

Date(s) and time(s) of filming:

Size of crew expected, roles & responsibilities:

Project title:

Brief synopsis of the project (include storyboard or script if available):

Purpose of project:

Intended audience of project:

Intended distribution method (ie, documentary film, feature film, independent film, broadcast, print, online, etc.):

Is this project for nonprofit or for commercial purposes?

Are there any aspects of the project that identify American University's campus, logo, trademarks, image, etc? If yes, please explain:

Campus locations requested:

a.) **Name of building/room location:**

b.) **If a specific location is not known, please be as specific as possible in order to describe the desired location, including look and size of the room:**

Please provide a description of any additional equipment or activities associated with the project and any other requirements or unusual requests concerning this engagement:

Thank you for submitting the information requested. University Communications will endeavor to respond to completed proposals within seventy-two (72) hours of submittal.