

# Filming Request Form

Contact Name *(Required)*

Organization *(Required)*

Address *(Required)*

Street Address

City

State

Zip Code

Phone *(Required)*

Email *(Required)*

## Project Information

Name of Project *(Required)*

Name of Production Company/Producer *(Required)*

Email Address of Production Company/Producer *(Required)*

Detailed Description of Production (include reason you need video of UNA) *(Required)*

Proposed Filming Location(s) (must include specific information) *(Required)*

Proposed Filming START Date *(Required)*

Proposed Filming END Date *(Required)*

Proposed Filming START Time *(Required)*

Proposed Filming END Time *(Required)*

Number of Production Crew Members *(Required)*

Please provide campaign script *(Required)*

Please provide detailed production schedule *(Required)*

Please list any additional services that you are requesting (parking permits, security assistance, etc.) *(Required)*

Please provide the following information regarding the proposed campaign *(Required)*

Form(s) of Media *(Required)*

- ☐ Social Media
- ☐ Broadcast/Cable Television
- ☐ Website Embed
- ☐ Streaming Platform
- ☐ Radio
- ☐ Print/Other (please specify)

Duration: How long will the campaign run (specific dates or total length of time)?

Geographic Reach: In what locations or markets will the campaign be distributed or broadcast?

Is this production Non-Profit or For-Profit? *(Required)*

- ☐ Non-Profit
- ☐ For-Profit

Please select the intended market(s): *(Required)*

- ☐ Educational
- ☐ Advertising
- ☐ Corporate
- ☐ Editorial

### **Use of UNA Mascots**

Will this request involve the use of UNA mascots (Leo III, Una, or costumed mascots)?

☐ Yes     ☐ No

If yes, please provide specific information or details regarding how the mascots will appear in the production:

All use of UNA mascots must comply with the University's official [Mascot Guidelines](#)