

## Film Logistics Checklist

The following is a general checklist of items needed to approve and prepare for your film production. If there is anything not listed that is essential to understanding your film production on campus, please include those documents or drawings.

### Check List:

- { } Contract information (name of production company, address, person and title of signatory).
- { } Certificate of Insurance coverage. \*\*See below for specific requirements.
- { } Script for review by GT Internal Communications.
- { } Dates and times requested for Prep, Film, and Strike.
- { } Parking Request (Base Camp, Equipment, Crew, Background, Catering).
- { } Overheads of outdoor/indoor set location(s) with layout of cable routes.
- { } Overhead of Base Camp area.
- { } Overheads of Generator(s) and Crane/Condor position(s).
- { } Overhead of Catering/Food Truck placement. Do you need additional space for dining?
- { } HVAC needs? Need dates and time frame for technician.
- { } Do you need Background holding areas? Number of Background?
- { } Do you need Green Room space?
- { } Will you have Security personnel onsite?
- { } Will you use a drone? \*\*There are additional insurance requirements for drones.
- { } People under 18? ( ) Do you have chaperones?
- { } Does the Film include animals? If yes, will need insurance and vaccination forms.
- { } Are your cast and crew US Citizens? If not, please provide their name and country of origin.

### Insurance Certificate Requirements

Company shall maintain throughout the term of the Agreement, the following insurance policies and limits described below, at Company's own expense and shall furnish to GT prior to its use, occupancy and filming or photographing of and on Locations or GT Campus as described herein, insurance certificate(s) listing **GT, GTF and GTFI as Certificate Holders and as additional insureds as "Georgia Tech Foundation Inc.," "Georgia Tech Facilities Inc." and "The Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology, including its officers, employees and agents"** under both its Commercial General Liability Policy and its Business Auto Policy:

a. **Workers Compensation Insurance** in the amounts of the statutory limits established by the General Assembly of the State of Georgia. If Company is self-insured, Company must submit a certificate from the Georgia Board of Workers Compensation stating that Company qualifies to pay its own workers compensation claims. In addition, Company shall require all subcontractors performing work under this Agreement to obtain an insurance certificate showing proof of Workers Compensation Coverage.

b. **Employer's Liability Insurance** with limits of not less than \$3,000,000 per accident, \$3,000,000 each employee for disease.

c. **Commercial General Liability Policy** with a limit of not less than \$3,000,000 per occurrence. Such liability coverage shall be written on the Insurance Services Office (ISO) occurrence form CG 00 01, or a substitute form providing equivalent coverage, and shall cover liability arising from Company's use, occupancy and operations at or of Locations or GT Campus, including, but not limited to, damage to Locations or GT Campus rented to Company, its

independent contractors, products-completed operations, personal & advertising injury, cross liability coverage, and liability assumed in a contract (including the tort liability of another assumed in a contract).

d. **Business Auto Policy** with a limit of not less than \$3,000,000 per accident. Such insurance shall include, but not be limited to, providing liability coverage for bodily injury (including death) and property damage arising from the operation of any owned, non-owned or hired vehicle.

e. **Commercial Umbrella/Excess Liability Insurance** (Occurrence Form), if procured to satisfy above coverage and limit requirements, must provide the same or broader coverage than those provided for in the above Commercial General Liability, Employers Liability, and Business Auto Policies.

f. **Media (Errors & Omissions) Liability Insurance** with a limit of not less than \$3,000,000 per claim/occurrence.

The foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies rated at least "A-" Class "VII" or better in the most recently published A.M. Best Insurance Report. If during the term of the policy, a company's rating falls below "A-" Class "VII", the insurance will be replaced no later than the renewal date of the policy with an insurer rated at least "A-" Class "VII" in the most recently published A.M. Best Insurance Report.