

Film and Photography Frequently Asked Questions

- Q. Are scouts permitted to walk around campus and visit buildings on their own?
- A. All scouting must be coordinated by the Assistant Director of Film Logistics. Scout requests should be submitted via the website www.campuservices.gatech.edu/campus-filming. We will make every effort to respond to the request within 24 hours.
- Q. Are photographers required to get permission to take photographs on campus?
- A. Yes, photographers are required to obtain prior approval before using or representing any space inside a classroom building, conference building, research building, or outdoor space on Campus. Requests can be made using the Scout Request Form located at www.campuservices.gatech.edu/campus-filming.
- Q. When can filming take place on campus?
- A. External filming and photo shoots must not distract from or interfere with Georgia Tech's education, research, and other campus activities and operations. Projects will be considered on a case-by-case basis and will be coordinated by the Assistant Director of Film Logistics.
- Q. What types of films are permitted, and who approves the script?
- A. Scripts are requested as part of the film application process. Content is reviewed by the Film Logistics Committee and approved on a case-by-case basis. Subject matter, shooting schedule and campus activities are all taken into consideration.
- Q. Will the \$100 application fee be returned if the request to use campus space for filming is not approved?
- A. Film application fees are non-refundable.
- Q. Is the 6-8 week lead time required for every film?
- A. This will depend on the size of the production, as well as the administrative requirements.
- Q. Can filming take place after hours and on weekends?
- A. Yes, all schedules will be considered and evaluated. Some campus locations may have days and times when they are unavailable.
- Q. Who approves the film/photography applications?
- A. The Georgia Tech Film Logistics Committee (FLC), chaired by the Assistant Director of Film Logistics, will review completed application packets. The committee is comprised of stakeholders from offices all over campus including parking and transportation, legal, facilities, campus police, and communications. Applications will be approved on a case-by-case basis. The Assistant Director of Film Logistics will be the primary point of contact between the committee and the applicant.
- Q. After the FLC signs off on the approval checklist, can the film project start immediately?
- A. Filming cannot start until a fully executed license agreement is signed by an authorized representative of the film company, and by the Senior Director of Auxiliary Services Operations or her designee.
- Q. Can we use an outside security company?
- A. Yes. Any external security crew must be approved by and coordinated through the Georgia Tech Police Department. The Assistant Director of Film Logistics will assist with coordination.
- Q. Can changes be made to the campus landscape?
- A. Any request to change or alter campus landscape or structures must be submitted in writing to the Film Logistics Committee for approval. In addition, a plan for restoring GT property to its original, or an upgraded condition, must also be submitted and approved.
- Q. Are film companies permitted to use external catering services?
- A. Yes. Smaller productions are encouraged to use Georgia Tech Dining Services to reduce footprint on campus. The Assistant Director of Film Logistics can assist with providing quotes for this service.