



Film and Photo Student Risk Management Checklist and Application for General Liability Insurance

Instructions: Please submit completed form along with your instructor’s signature to Risk Management, Eastman room 4008, Fax 475-7950 or riskmgmt@rit.edu.

1. Student’s Name: _____
2. Student’s RIT email address: _____
3. Name of production: _____
4. Course requirement this production fulfills: _____
5. Filming Location(s): _____
6. Insurance Requirements: (Please attach a copy of the contract (if any) and the venue’s insurance requirements)
 - a. Name of certificate holder/venue owner: _____
 - b. Address: _____
 - c. Requested limits of insurance: _____
 - d. Additional insured status requested? Yes____ No_____
7. Dates filming to take place at venue: _____
8. If shooting in Monroe County Parks have you received a permit from Ryan Loysen (rloysen@monroecounty.gov) of the Monroe County Parks Dept.?
9. Brief description of film (attach additional pages if necessary):

10. Faculty approval:

Faculty signature

Print Name

Date

Please take note of the risk management requirements on the following page and contact Risk Management at 475-6135 if you have any questions or concerns.

I acknowledge that I have read the **Film and Photo Student Risk Management Checklist** and agree to abide by the requirements listed.

Student’s Signature

Date

Print Name

Film and Photo Student Risk Management Checklist

1. Avoid filming from heights.
2. Avoid the use of hazardous substances including, but not limited to, explosives and chemicals.
3. Permission must be granted by local authority having jurisdiction for open flames. Appropriate fire extinguisher(s) must be at the location, if permission is granted.
4. Always use prescribed safety apparatus to fit the circumstances.
5. Follow all applicable laws, statues, rules and regulations.
6. Secure formal permission from the owner of any property being used.
7. Secure written approval to use public individuals, logos, etc, as part of the production.
8. All RIT equipment should be stored and transported with proper security and handled responsibly (i.e. cameras locked down, light and grip stands sand bagged, power requirements calculated against the available circuit load, etc.)
9. Remember that you represent RIT when you are filming in the community and your actions reflect on the University. Always conduct yourself appropriately and professionally.