

STUDENT FILMING SPACE REQUEST FORM

Columbia Event Management

Alfred Lerner Hall, 2920 Broadway, Suite 704, New York, NY 10027

Use this form to request space in Alfred Lerner Hall, Classrooms (various), Campus Outdoor Space, Faculty House, Low Library, St. Paul's Chapel, Earl Hall and Low Library. Requests may be submitted in person to Event Management after you receive advisor approval and sign-off. Submission of this form does not guarantee a space reservation. Confirmations can only be administered by Event Management & will be sent via e-mail.

STUDENT INFORMATION:

Student Name: _____

Email Address: _____

Phone Number: _____

FILM SHOOT INFORMATION:

Shoot Name: _____

Expected Crew Number: _____

Requested Location and Date: _____

Shoot Time: _____

Please include set-up & breakdown

Description of Film Shoot:

FACULTY CONFIRMATION:

Faculty Name: _____

Faculty Email Address: _____

Class Name/Number: _____

With your signature, you confirm that this film project is required for the course listed above.

Faculty Signature: _____

Date: _____

ADVISOR APPROVAL:

Student Filming requires advisor approval to reserve space on campus. Requests will not be processed without Advisor's signature.

Advisor Name: _____

Advisor Email Address: _____

With your signature, you agree to be responsible for knowing and adhering to all Columbia University Event Management policies.

Advisor Signature: _____

Date: _____