

**UNCW Film Studies Department  
Honors Equipment Request**

*Applying students must submit two copies of this form (and attachments) to the Film Studies Office. For deadline and other information concerning Honors project use of Film Studies Department equipment, see the Honors Film Guidelines posted on the FST website: <http://www.uncw.edu/filmstudies/current-students/student-productions.html>*

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervising Faculty:** \_\_\_\_\_

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**Proposed Shooting Dates:** \_\_\_\_\_ **to** \_\_\_\_\_  
**day/month day/month**

*(these dates must include all time needed to prepare for shooting and wrap: tests, cleaning, and restoration)*

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I have read the Film Studies Production Policies, Rules and Guidelines. I agree to follow these rules and all relevant UNCW and Film Studies Department policies if I am granted the use of Film Studies equipment. I understand that failure to comply with UNCW/FST policies may result in loss of equipment and studio privileges, financial penalties, and personal liability for losses, damages, and injuries.

**Signature:** \_\_\_\_\_

**Print Full Name (first, middle, last):** \_\_\_\_\_

**Local Address** \_\_\_\_\_

**Home Phone #** \_\_\_\_\_ **Cell Phone #** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Student Identification Number:** \_\_\_\_\_

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**Attach the following:**

- Major equipment needs (camera, lighting, dolly, sound, Kenan studio)  
*(note: Kenan Studio requests must also submit a Kenan Studio application; 16mm requests must submit a 16mm application)*
- Project cover sheet with log line and synopsis
- Narrative Projects: Completed script (15 page maximum).
- Documentary, Experimental, or Animation Projects: Proposal and treatment.
- Budget
- Crew list including all following applicable positions: Producer, Director, 1<sup>st</sup> AD, Cinematographer, Camera Operator, 1<sup>st</sup> Assistant Camera, Gaffer, Best Boy Electric, Key Grip, Best Boy Grip, and Sound Mixer.
- List of all special needs scenes (stunts, water, air, car, etc)
- List of all locations (scripted and actual)
- 2 quotes for production insurance.
  - *Insurance requirements are at the discretion of the Production Faculty Committee.*