

University of Colorado Boulder

University Communications

Office of Media Relations and News Services

Administrative and Research Center

3100 Marine Street, Room 510

Campus Box 584

Boulder, Colorado 80309 -0584

(303) 492-3140 FAX: (303) 492-3118

The University of Colorado Boulder Motion Picture, Video and Photography Guidelines

1. Script Approval. For motion picture production companies, a copy of the final script or storyboard must be submitted to University Communications at least (4) four weeks before shoot dates for approval. Please contact Office of Media Relations and News Services for additional information, or mail the script to:

Dirk Martin

University Communications

3100 Marine Street, Rm 511

University Communications no less than 20 days prior to filming. Approval is granted only if the date(s) and location(s) do not interfere with normal university business, are approved by the appropriate campus department director(s) and/or college dean(s) and confirmed by University Communications. Most of the CU -Boulder campus may be used for filming unless otherwise noted. Classrooms are not available unless a faculty, staff member or department sponsors the production company and has a representative present at all times during use of the classroom. CU -Boulder security may be required to be present during production.

3. Prior Commitments. Filming /photography

hourly charges to cover staff assistance from campus department(s) personnel.

7. Location Agreement/Permit. A location agreement/permit is required to photograph or film on the Boulder campus. There is a \$100.00 permit processing fee due when the permit is issued.

8. Additional Fees. Additional fees may be required for electrical and water hookups/disconnections. Fees for licensing, special effects/equipment (i.e. computer programming of Folsom Field score board, sports equipment, etc.) , and room/location rental will vary depending on production needs. Contact these offices for assistance:

UMC Scheduling 303/492 -8833

Office of Facilities Management , 303/492-5511

Coors Event/Conference Center , 303/492-5316

- Macky Auditorium Concert Hall