

How to file a UCLA Permit

Updated February 2013

All fields of the permit must be filled out.

PAGE 1 - FILM BRIEF

This form is no longer required by the Events Office, do not submit.

PAGE 2 – WARRANT

- *Class/Program:* Film & Photography Society
- *Name of Advisor/Professor:* Carissa Requejo
- *Advisor/Professor Signature and Info:* Give final permit to an executive board member, who will relay it to Carissa.

PAGE 3 - LOCATION CONFIRMATION: This is specific information about each location you shoot at. You will need to fill out a copy of this page for every location.

- *Instructor and Class:* Cross out, put Film & Photography Society
 - *Picture Vehicle:* A vehicle that is featured *in* your film. (You probably do not have one.)
 - *Facility Requirements:* This section is only used if your location requires that someone supervise your shoot or if you must pay for a location (rare). If shooting on weekends, you will need to pay facilities management to open your location, or else ask a member of the department.
 - *Location and Payment Approved by:* This section is only necessary if you are shooting at an indoor venue. To contact someone who is authorized to sign this field (a building manager, department head, etc.), use this website:
<http://space.admin.ucla.edu/> → “campus map” → click on a building → “contacts” → “building coordinator” phone number or email
1. **Bring the completed permit to an executive board member to review. The permit will be taken to our CSP advisor, Carissa Requejo, to be approved, and then submitted to the Events Office by the Production Contact (with their Bruincard). The Events Office is Kerckhoff 168.**
 2. **You will receive an email or call from the Events Office if there are any problems that need revision. When the permit is finished, the Production Contact must sign it. The permit can be picked up in person or sent electronically.**
 3. **Be kind , respectful, and professional. You are representing FPS and could jeopardize future shoots if you are irresponsible or rude.**