

Syracuse University Campus Film Office Procedures

Thank you for your interest in Syracuse University and our campus. If your organization is interested in planning and executing a commercial film, video or similar production on our campus, we encourage you to review our procedures and guidelines.

Planning phase

- View our campus [video](#) and familiarize yourself with our guidelines.
- Send the Campus Filming Office a complete script or storyboard for our review and approval. Scripts are subject to a comprehensive review and cannot interfere with the University's [academic mission](#), violate any of the University's [policies](#), or comprise the [safety](#) or integrity of our campus community. We reserve the right to deny any request.
- Arrange a scouting visit to the site locations you are considering in your project. A film liaison/campus representative will help you secure access to facilities and accompany you to the site locations.
- The University will provide a list of fees including permits, location rental, operations and maintenance, security and interior location costs.
- Complete the appropriate Filming, Videotaping, and Photography Application Form.

At least 30-45 days prior to shooting

- Send the application form to [Jaclyn Grosso](#), campus film liaison.
- The Campus Filming Office must approve your project. Requests may be denied in our sole discretion, including if the overall content of the script is in conflict with the vision and mission of the University. We respond to most requests for approval within 14 business days.
- If your request is approved, contact our Campus Filming Office liaison to set up an appointment to walk through all site locations and to discuss details of the shoot.

At least 10-14 days prior to shooting

- Visit site locations with our Campus Filming Office liaison.
- Firm up locations, timing, and final requirements with your campus film liaison.
- Review the University's standard contract(s) and related [policies](#).
- Email a certificate of insurance to: Michaele DeHart, Risk Management & Regulatory Compliance Services, mdehart@syr.edu
- If you are a student or faculty and plan to use University equipment, submit proof of insurance covering the equipment.
- Secure any necessary permits.

At least 3-5 days prior to shooting

- Submit full payment of fees your film liaison.