



PROCEDURES FOR FILMING ON CAMPUS

Contact Officer

Director, Office of the Vice-Principal (Finance and Administration)

PROCEDURE	Purpose	<p><i>This procedure outlines the steps that must be followed by external film production companies/agencies and public broadcasting organizations wishing to use Queen's campus, related property, and/or facilities for the production of feature-length and short films, documentaries, television programs, web-based programs, and commercials.</i></p> <p><i>These procedures are intended to:</i></p> <ul style="list-style-type: none"> - ensure the provision of a high level of service to production companies - build Queen's public profile and desirability as a film location - minimize disruption of normal university activities as a result of filming - provide and control general access to university locations for production companies - notify internal departments and coordinate logistics and support - recover all costs related to filming activities taking place at the university - preserve the institutional reputation, public image, and integrity of the university
	Procedure	<ol style="list-style-type: none"> 1. <i>All requests to use Queen's campus, related properties, and/or facilities must be submitted to the Office of the Vice-Principal (Finance and Administration) at least one month before filming is intended to begin. The Office will act as the production company's primary contact point with the university.</i> 2. <i>Initial filming requests must include:</i> <ol style="list-style-type: none"> 2.1. <i>The completion of the Film Request Form (see Appendix A), to be reviewed by the Office of the Vice-Principal (Finance and Administration) in consultation with units anticipated to be involved in the event.</i> 2.2. <i>If applicable, a script outline and detailed scenes for review and approval by University Relations. If, for any reason, it is determined that the script content is not suitable, the university may decline the filming request.</i> 3. <i>After review of Film Request Form and the script/scenes (if applicable), initial permission for filming to take place will be confirmed, subject to the execution of a contract by the university and the production company, the signing of various releases as required, and consultation with internal units</i>

		<p><i>as necessary, or denied and will be communicated to all relevant units at the university and the production company.</i></p> <p>4. <i>If approved:</i></p> <p>4.1. <i>Event Services will liaise with the production company to provide cost estimates and complete a "Schedule A" of the contract and provide it to the Office of the Vice-Principal (Finance and Administration).</i></p> <p>4.2. <i>The Office of the Vice-Principal (Finance and Administration) will provide University Counsel with a copy of the approved Film Request form, Schedule A from Event Services and if applicable the storyboard/script approval from University Relations. University Counsel will prepare a contract for execution by the Office of the VPFA.</i></p> <p>4.3. <i>The Office of the Vice-Principal (Finance and Administration) will provide the completed Queen's University Filming Contract to the production company for review and signature.</i></p> <p>4.4. <i>The production company must review and sign the contract for filming to take place. Amendments to the contract will not normally be considered and the payment of half of the overall anticipated fee for filming will be due on signing.</i></p> <p>5. <i>Once the contract has been signed:</i></p> <p>5.1. <i>The Office of the Vice-Principal (Finance and Administration) will notify units anticipated to be involved in the filming event.</i></p> <p>5.2. <i>Queen's Event Services will assume liaison responsibilities with the production company for logistics and operations, keeping the Office of the VPFA up-to-date on the filming event.</i></p> <p>6. <i>Before filming has begun:</i></p> <p>6.1. <i>A university representative, usually a Queen's Event Services Coordinator, will be designated as the production company's primary contact during filming.</i></p> <p>6.2. <i>The university representative will meet with a company representative at the start of filming and will attend as much of the filming as possible.</i></p> <p>7. <i>At the conclusion of filming:</i></p> <p>7.1. <i>The university representative will inspect the area(s) used during filming to ensure they were left in appropriate order.</i></p> <p>7.2. <i>The remaining half of the fee will be invoiced to the production company for payment, which will be due within 30 days.</i></p>
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