UNCW Film Studies Department
16mm Request (FST495 and Honors Projects)

Applying students must submit two copies of this form (and attachments): one to their instructor, and one to the Film Studies office for delivery to the Equipment Manager. Relevant equipment reservations may be made only after the request is approved by both the instructor and the equipment manager. Application decisions are final.

Name _____ **Date** _____

Class: _____**Instructor:** _____

Proposed Shooting Dates: _____ **to** _____
day/month **day/month**

(these dates must include all time needed to prepare for shooting and wrap. This request must be submitted at least one month prior to your start date.)

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, 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: _____

Attach the following:

- Equipment needs (Arri SRI, Arri-S, Arri-SB, CP16-Super, CP16-Regular)
- Crew list including all following applicable positions: Cinematographer, Camera Operator, 1st Assistant Camera, 2nd Assistant Camera
- List of all special needs scenes (stunts, water, air, car, etc)

Guidelines:

- 495 and Honor's films can only shoot with UNCW equipment during the approved enrollment period. Equipment use is limited to 10 days, including the day of check out and return.
- All equipment must be thoroughly prepped (including registration tests, focus tests and framing leader) prior to shooting and cleaned upon return. Tests must be screened with Instructor prior to check out.
- The Instructor and Equipment Manager must approve the use of 16mm equipment.