



Columbus Airport –(CSG)

3250 W. BRITT DAVID RD

COLUMBUS, GA 31909

PH: 706-324-2449

WWW.FLYCOLUMBUSGA.COM

Film and Commercial Photography Request Form

Please submit script synopsis/storyboard and insurance certificate with this form.

Company Name: _____

Company Contact: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Phone #: _____

Fax #: _____

Email address: _____

OFFICE USE ONLY
Script Approved:
By _____
Insurance Requirements Received:
By _____
Application Approved:
By _____

Project Description:

___ Commercial Photography ___ Feature Film ___ TV

___ Documentary ___ Commercial ___ Public Service Announcement

___ other (provide description) _____

Description of Scene using Columbus Airport

Site Information:

Location: Baggage Claim (describe location) _____

Airline Counter ___ Hangar ___ Ramp ___

Gate Area (describe location) _____

Requested dates/times (including set-up and clean-up) and proposed locations on airport property: **NOTE:** Commercial filming/photography may be restricted to times when airport activity is at a minimum.

Production Name:

What is the general theme of the project?

Describe in detail the proposed activities to be filmed/photographed at the Airport?
(attach separate page if necessary)

Why must this be specifically filmed here?

Describe the activity that will take place at each location:

Location: _____

Location: _____

Location: _____

Electrical Requirements:

Lighting _____

Electrical outlets _____

Equipment:

(Please describe all equipment that will be used during the shoot.)

Camera _____

Tripod _____

Lighting _____

Other equipment _____

Operations Information:

Please list the total number of cast and crew that will be on Columbus Airport property.
(No one under the age of 18 is allowed to participate in filming on Columbus Airport
Property without written parental consent)

Cast _____

Crew _____

Vehicles:

Trucks _____

Vans _____

Cars _____

Vehicle location during shoot? *All vehicles not in shoot must park in long term parking where normal rates apply.*

Describe the arrangements that have been made with any air carrier or other tenant for use of its premises, equipment, brand name or personnel.

Name, phone number and e-mail address for the individual in each tenant company with whom the arrangements or agreements have been made:

- Submit copies of written agreements with tenants for aforementioned activities.
- Submit copies of signed insurance certificates as required.
- Submit copy of complete script with airport scenes highlighted.

NOTE: The Airports Authority requires a minimum of 15 working days to review all applications, treatments, scripts and insurance documentation.

The undersigned represents and warrants that the information submitted in this application is true and correct. The undersigned agrees, if permitted to engage in the activities described in this application, to comply with and be bound by the requirements and provisions of the Columbus Airport Commissions policy for Commercial Photography or Video, Motion Picture, and Television Filming at the Columbus Airport. Misrepresentation or omission of any material fact in an application is grounds for immediate termination any photography/filming approved pursuant to this application.

COMPANY:

NAME:

TITLE:

SIGNATURE:

DATE:

** This form is only a request document and does not represent an agreement between the Columbus Airport Commission and the company. The Columbus Airport Commission will first review and approve the request form, script and insurance certificate before issuing an agreement. The Columbus Airport Commission has no responsibility to the requesting entity until a signed agreement has been received, together with payment in advance, if required, and acceptable insurance certificates.*