

# Yale Licensing Program

## Film for video, film, or still photography

Yale University reviews each project on a case-by-case basis and can elect not to participate in a project for any reason. Yale does not participate in productions that feature violence, drugs, suicide, academic fraud, underage use of alcohol, or extreme profanity.

Email completed application to: [Leighanne.Minutoli@yale.edu](mailto:Leighanne.Minutoli@yale.edu)

### General information

Requestor name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Production company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Working on behalf of Commissioning entity \_\_\_\_\_

Contact at Commissioning entity \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Phone/e-mail \_\_\_\_\_

Project title \_\_\_\_\_

Director \_\_\_\_\_ Producer \_\_\_\_\_

Location manager \_\_\_\_\_ Phone \_\_\_\_\_

Preferred date(s) to scout the University: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

### Production details

What is your deadline for confirming the location? \_\_\_\_\_

Type of production:      Television commercial      Television news      Television (non-news program)

                                         Documentary      Feature film      Web video

                                         Still photography      Other (describe)

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*Production details, cont.*

Broadcast/release date \_\_\_\_\_ Where will this be broadcast? \_\_\_\_\_

Photography only: \_\_\_\_\_ Please specify the nature of and context in which the images will be used \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ For how long will the images be used? \_\_\_\_\_

Expected start date of occupancy, including pre-production \_\_\_\_\_

Expected completion date of occupancy, filming \_\_\_\_\_

Location interests (*filming of dormitory interiors is not permitted*): \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Will students be filmed? \_\_\_\_\_ If yes, confirm that release forms will be provided by requestor \_\_\_\_\_

How many filming hours per day are anticipated? \_\_\_\_\_

How many crew members will be on site? \_\_\_\_\_

How many cast members will be on site? \_\_\_\_\_

Production vehicles: \_\_\_\_\_ Number \_\_\_\_\_ Type \_\_\_\_\_

Motor homes: \_\_\_\_\_ Number \_\_\_\_\_

Crew meal arrangements \_\_\_\_\_

\_\_\_\_\_

Will you require a makeup or dressing room? \_\_\_\_\_

Will you require a generator? \_\_\_\_\_

Has the production been rated? \_\_\_\_\_ If yes, what is the rating? \_\_\_\_\_

Will the university be identified as Yale? \_\_\_\_\_

How will the university be portrayed? \_\_\_\_\_

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*Script or storyboard*

*Yale University will consider requests to use the Yale name in a film, video, photography, or television production. The University requires a copy of the script, with relevant portions marked, before evaluating any request. Please allow seven working days for Yale to consider the proposed project.*

**In order to determine the context in which the University is portrayed, please attach a synopsis.**

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**Is the script available?**                      **If yes, please attach a copy, with relevant portions marked**

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**If no, date when script will be available**

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*Certificate of insurance*

*If approved to film on campus, applicant is required to furnish to Yale no later than two days prior to filming a certificate of insurance evidencing:*

- (1) Commercial general liability in amount no less than \$2 million combined single limit per occurrence/\$2 million aggregate;*
- (2) Media professional liability insurance in an amount no less than \$1 million per occurrence;*
- (3) If automobiles are brought onto Yale property, commercial automobile liability insurance in an amount no less than \$1 million per accident;*
- (4) Workers' compensation coverage;*
- (5) All insurers must be rated A- or higher by Best Rating company;*
- (6) Ten days' notice of cancellation or material changes in coverage is required;*
- (7) Yale University is to be named as an additional insured for both ongoing operations and product/completed operations. Certificate holder: Yale University, Attn: Marketing & Trademark Licensing, 2 Whitney Avenue, New Haven, CT 06510, email [Leighanne.Minutoli@yale.edu](mailto:Leighanne.Minutoli@yale.edu), or fax 203 432-4645.*

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*Additional information*

*Applicant will be required to sign a film agreement.*

**Name of film agreement signatory**

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**Title**

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**Address**

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**Phone**

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**Date application was submitted**

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