For any group to film, or conduct photo shoots on the TCU campus, the following are required.

1. Written request at least 2 weeks in advance of the preferred television/film/photo shoot date. This lead-time is necessary to get all proper approval. The request should be made in writing, including the script, and details such as preferred date/time, equipment requirements, parking requirements, shot list, etc. The request can be sent to l.albert@tcu.edu. ***

2. $1,000 location fee per day (allowed one day; up to four hours of time)

3. $1 million insurance umbrella policy naming TCU as the additional insured

4. Application and signed contract outlining the details of the agreement (will send application upon receipt of request)

5. Not allowed to use TCU logos, names or landmarks in any shots

6. All external groups filming on campus must have a TCU employee (usually a member of the Office of Communication staff) present during entire shoot.

***Information to include in written request:

1. Name of group/person making request
2. Email and phone number of person making request
3. Date request is submitted
4. Area requested (classroom, athletic field, etc.)
5. Desired date of photo shoot/filming
6. How the location will be used
7. Where will the location be seen
8. Who will be able to view the location
9. Does requestor have a partnership with TCU or is TCU a client of a vendor requesting use of the location? If so, please describe.
10. Any additional information that may be pertinent. If your film has a script, it must be attached to the written request.

NOTE: If a photo shoot or filming is editorial in nature, the location fee and requirement not to use TCU logos, name or landmarks in shots may be waived, dependent upon the situation. The process and insurance policy are never waived. Additionally, filming/photo shoots will not be allowed in residence halls and in some facilities during the fall and spring semesters.