

LOCATION REQUEST FORM

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Student Name		Year of Study	
Student ID		Contact Email	
Production Name		Role on Production	
Course Code		Assignment	
Professor			

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Production Dates

Crew List

Cast List

LOCATION REQUEST - If you are requesting a location, use this space below to provide details. Include a map in your email if your location is in the City of North Bay or on a Canadore Campus.

The City of North Bay must be notified if you plan to shoot on City property - once completed, send this form to your assignment Professor and filming@northbay.ca Unsure of who owns the property? Find out first - ask your Professor how.

Requests to shoot on City property must be submitted seven days prior to the shoot date.

Shooting on any Canadore Campus, indoors or outside, contact security@canadorecollege.ca

For Canadore Room Requests, contact room.schedule@canadorecollege.ca

For Canadore 3rd Floor Student Lounge contact Lise.Paxton@canadorecollege.ca

NOTE: No furniture can be moved, nothing can be hung on the walls in the lounge.

Security Approval ☐ Name

Professor Approval ☐ Name

I agree to follow safety regulations and precautions as communicated to me by Campus Security and my Professors.

Sign

Date