



**Columbus Airport –(CSG)**

3250 W. BRITT DAVID RD

COLUMBUS, GA 31909

PH: 706-324-2449

[WWW.FLYCOLUMBUSGA.COM](http://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: \_\_\_\_\_

<b>OFFICE USE ONLY</b>
<b>Script Approved:</b>
By: _____
<b>Insurance Requirements Received:</b>
By: _____
<b>Application Approved:</b>
By: _____

**Project Description:**

\_\_\_\_ Commercial Photography \_\_\_\_ Feature Film \_\_\_\_ TV \_\_\_\_ Short Film

\_\_\_\_ 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.*

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

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

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- Submit copies of written agreements with tenants for activities.
  - Submit copies of signed insurance certificates as required.
  - Submit a 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 of 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.*