



REQUEST FOR APPROVAL TO FILM

TO: (Please check Department Contact(s) that apply):

Marco Schiappa
RIDOA
Phone: 401-222-6200
Fax: 401-222-2599
with copies to:
Deborah White
RIDOA
Phone: 401-222-1281
Fax: 401-222-2599
and
Steven Feinberg
RI Film and Television Office
Phone: 401- 222-3456
Fax: 401- 222-3018

Robert J. Paquette
RIDEM
Phone: 401-222-2632
Fax: 401-934-0610
with copies to:
Larry Mouradjian
RIDEM
Phone: 401-222-4700x2414
Fax: 401-222-3162
and
Steven Feinberg
RI Film and TV Office
Phone: 401-222-2356
Fax: 401-222-3018

Marc A. Malkasian
RIDOT
Phone 401-222-4515 x4403
Fax: 401-222-4743
with copies to:
David J. Sasso
RIDOT
Phone: 401-222-6003x4630
Fax: 401-222-4743
and
Steven Feinberg
RI Film and TV Office
Phone: 401-222-2356
Fax: 401-222-3018

Date Request submitted: _____ Production Company Location Contact: _____

Required Information: Be as descriptive as possible; attach Request on production company letterhead)

- general description of the scene(s) to be filmed, with applicable script pages and/or scene descriptions
- specific film site requested including date(s) and time(s) of Request (photos/maps may be included)
- details of activities, including stunts and special effects (include aerial/waterborne stunts/effects); rain, snow; also include any staged violence, guns, gunfire, blank fire or weapons, use of *fire, smoke, explosion or pyrotechnics (use of pyrotechnics must be under the supervision of a licensed individual); *include if filming requires fire department and/or Fire Marshall oversight and/or approval
- number of cast, crew and production staff expected to be on site
- type(s), date(s), time(s) and the extent of use of equipment and materials to be used on site
- number and type(s) of vehicles; need for parking along with proposed parking site(s); indicate if proposed parking will require the use of State Property, state or municipal roadways
- any site specific requirements needed
- any structural or cosmetic changes to the interior or exterior of the State Property
- any structural or cosmetic changes to any furniture, paintings, sculptures or the like in the State Property
- any relocation of any furniture, paintings, sculptures or the like located in the State Property that are historic in nature
- any need for electricity or other utilities
- proposed use of any hazardous materials (if so, provide material information)
- disruption of vehicle or pedestrian traffic
- if filming a roadway scene will the use of “rolling roadblocks” be required, and if so how many vehicles and types of vehicles will be required.
- are State or municipal police required to monitor the film request (provide law enforcement contact person / information; written confirmation will be required from any law enforcement agency)
- any other information requested by the applicable Director



DEPARTMENT APPROVAL

IN NO EVENT SHALL A PRODUCTION COMPANY BE ALLOWED ON STATE PROPERTY UNTIL SUCH TIME AS ALL OF THE APPLICABLE AUTHORIZED INDIVIDUALS BELOW HAVE PROVIDED THEIR WRITTEN PERMISSION AND THE STATE PROPERTIES COMMISSION HAS GRANTED PERMISSION. A WRITTEN DEPARTMENTAL APPROVAL MAY ACCOMPANY THIS FORM WHICH WILL SPELL OUT ANY ADDITIONAL REQUIREMENTS IMPOSED BY THE STATE (INCLUDING, BUT NOT LIMITED TO, FEES AND COSTS ASSOCIATED WITH STATE EMPLOYEES REQUIRED TO BE ON SITE, ADDITIONAL INSURANCE, ETC.) AND/OR ADDITIONAL NEEDED APPROVALS. SUCH ADDITIONAL REQUIREMENTS MAY ALSO BE CONTAINED IN THE FILM LICENSE.

As to filming as a whole:

Steven Feinberg
Director, Rhode Island Film and Television Office

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DEPARTMENT AUTHORIZATION (to be executed by applicable Location Contact / Department Director)

For the Department of Administration:

Marco Schiappa
RIDOA Location Contact

Director, Department of Administration

For the Department of Environmental Management:

Robert J. Paquette
RIDEM Location Contact

Director, Department of Environmental Management

For the Department of Transportation:

Marc A. Malkasian
RIDOT Location Contact