



## REQUEST FOR CERTIFICATE OF INSURANCE

Please allow three-day turn around for certificates.

Project Name: \_\_\_\_\_

Director: \_\_\_\_\_

Insurance is for:

Shoot Location

Equipment Rental

Other

**NEW: For Additional  
CAMERA EQUIPMENT,  
please attach a list of equipment  
being rented.**

\*If other please specify: \_\_\_\_\_

Dates of Shoot: \_\_\_\_\_

Pick-Up & Return Date of equipment (if applicable): \_\_\_\_\_

Certificate Holder Name (Who is asking for the certificate i.e. Sony Props, City of Santa Monica, John Doe, etc.): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### **Please include specific insurance requirements**

Please email this completed form to Nancy Dallum  
Nancy.Dallum@lmu.edu 310-338-1829

In the event Nancy is out of the office you can send requests to Douglas  
Moore - Douglas.Moore@lmu.edu

**PLEASE CC your PRODUCTION ADMIN POINT PERSON TO YOUR REQUEST email  
- ie Deb, Josef, Malik**

**NOTE:** PROD 390, 600, 550 - no additional grip, electric, or camera equipment will be insured unless predetermined it is required as a safety element on your shoot. We will not insure any items sourced on ShareGrid.

**SFTV will NOT insure any items sourced from ShareGrid**

**SFTV will NOT insure any vehicles**