



REQUEST FOR CERTIFICATE OF INSURANCE

Please allow 5 to 7 business days to turn around for certificates of insurance

Municipal COIs and COIs requiring special wording requires 7-10 business days

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 sftv.coi@lmu.edu

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

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.

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