ON LOT CLEARANCE FORM:

CREW & CAMERA ACCESS TO WARNER BROS. STUDIOS

To obtain authorized crew/photographer credentials, please complete the form below:

|  |  |  |
| --- | --- | --- |
| SECTION A: EPK CREW/PHOTOGRAPHER INFORMATION: | | |
| Purpose of shoot (Be specific) |  | |
| Production/Company |  | |
| Union  Affiliate/ Status | teamsters - Local 40 -  IATSE - N/A - | |
| Date |  | |
| Time (arrival/shoot/wrap) |  | |
| Location of Shoot |  | |
| Specific  Production  element Requests |  | |
| Crew Names  & Main poc cell |  | |
|  | |
|  | |
|  | |
|  | |
|  | |
| Number of Vehicles |  | |
| Equipment List  (Detailed  list please) |  | |
| Certificate of insurance | *Please provide as an attachment via email* | |
| List of RF Frequencies | *Please list all RF Frequencies that you will be using at LEAST one day prior to arrival for clearance.* | |
| *Refer to attached sample COI – this includes the exact verbiage and limits required to shoot at Warner Bros. Please note that this is just an example for your reference. The crew must provide their own COI, and the “certificate holder” section and “Description of Operations section” of the document must include the exact verbiage detailed in the sample* | | |
| SECTION B: ESCORT & REP INFORMATION | | |
| WB Escort Name & Contact # (see below) | |  |
| *The WB rep escorting your crew on and off the lot. This person should be aware page 2 of our Camera Policy document. If your crew is arriving during regular business hours and you don’t have an escort available, Corporate Communications may be able to provide you with an escort from the gate to the location. Once Corporate Communication gets the crew to the location, they will pass the crew over to your designated contact at PPS.* | | |
| Designated PPS REP NAME  & CONTACT # (see below) | | *Only required if shoot is taking place in a PPS facility* |
| *This person should be a designated Warner Bros. PPS representative and the main contact responsible for the crew, while they are on the lot. Please include xtn and cell.* | | |
| Parking Location | |  |
| Drive On Caller Note | | *For crew carrying equipment - please ensure that you note that this is a CAMERA PASS and include the ESCORT name and cell phone # in the NOTE SECTION of the pass.* |
| SECTION C: REVIEW and APPROVAL | | |
| *Once section A & B have been completed, please submit the completed form to Corporate Communications and Studio Operations for review. We will email you once your crew is cleared.* | | |

QUESTIONS: Regarding the form or camera access:

Operations: Justin Delaney: 818-954-6337 or 818-397-1851 (cell)

Ian Corrigan: 818-390-203 or 619-920-3824 (cell)

John Smith: 818-954-7272 or 818-535-8728 (cell)

PPS: Jamie Olvera: 818-414-5653 (cell)