

(updated 3/11/14)

## MAJOR CLASS-RELATED TELEVISION PRODUCTION GUIDELINES

A “Major Production” is any TV production that requires equipment to be plugged into a power outlet, or productions with large crews (more than 3 crew members) and/or large amounts of equipment (i.e., location productions for Sketch Comedy or Drama Program Workshop).

**In an effort to maintain proper safety and security at Columbia, please follow these requirements for major TV productions on Columbia school grounds:**

### **I. MANDATORY SUPERVISION BY FACULTY**

During all productions, a Faculty member must be present in a supervisory role at all times.

### **II. PRODUCTIONS REQUIRING A ROOM/SPACE ON COLUMBIA PROPERTY**

Productions, located in any Columbia space **INCLUDING** those under the jurisdiction of the TV Department must be reserved using Columbia’s Event Scheduler Online request system, which can be found at [space.colum.edu](http://space.colum.edu) (Use your OASIS login). All 15<sup>th</sup> floor studios and spaces must be requested by going to TV Engineering in room 1503.

#### **Please note the following when using the Event Scheduler:**

When requesting the space, be sure to classify the Event Type as ‘Filming’ and include a thorough description of your production within the “Event Description” field of the online form, including contact information for the faculty member who will be present.

Once your request is approved, Security will be notified of the production.

Space approval takes at least 48 hours. Keep this in mind and avoid last minute disappointments by making your arrangements well in advance of your projected production.

For additional assistance with Columbia's Event Scheduler, please contact the Space and Scheduling Coordinator.

Space and Scheduling Coordinator  
Office of Campus Environment  
916 S. Wabash, 5<sup>th</sup> floor  
Phone: 312-369-8515  
[space@colum.edu](mailto:space@colum.edu)

### III. PRODUCTIONS IN COMMON AREAS

For productions located in any common areas (i.e., hallways, foyers, lobbies, etc.) or the use of any office or department space on Columbia grounds that is **NOT** listed in the Event Scheduler, **faculty must obtain written approval from the Production Coordinator of the Television Department 48 hours in advance of the production.**

Nicole Hoffman  
Production Coordinator  
Television Department  
600 S Michigan Ave, Room 731  
[NHoffman@colum.edu](mailto:NHoffman@colum.edu)

**The Production Coordinator will make arrangements with the Office of Campus Safety & Security.** The Office of Safety and Security will send a confirmation notice of approval for the production to the security guard in the designated Columbia College Chicago Building and copy the Executive Assistant, Office of Campus Environment. **Absolutely no major productions are to take place in common areas without the written approval of the Production Coordinator and Campus Safety & Security.**

#### **CAMPUS PROPERTY/GROUNDS:**

**Please be advised: Campus Property consists of the buildings itself. Sidewalks and Alleyways are not a part of Campus Property/Grounds. Please check with the City of Chicago to gain permission and guidelines to do productions off campus property.**