

NM STATE PROPERTY SCOUT REQUEST FORM

This is a request to **scout** a state-owned building/property. Submit a separate form for each location. This is not a contract, however, covers the following:

- i) if two productions request use of same property at a similar time, this form will create a queue of first "right of use";
- ii) upon receipt of this form, the NMFO will facilitate the internal approval process between agencies;
- iii) **a minimum of 3 business days (pending availability of location) notice is recommended**
- iv) if the production is interested in filing in this location additional forms will be required

Email this completed form to Rochelle Bussey: rochelle@nmfilm.com. For Questions call (505) 629-2426.

1. NAME OF STATE-OWNED BUILDING OR PROPERTY: _____

2. ADDRESS: _____

3. AREA'S OF INTEREST (I.E. INTERIOR / EXTERIOR): _____

3. PROPOSED SCOUT DATE(S): _____

4. TIME(S): _____

5. NAME OF PRODUCTION: _____ # OF PEOPLE ON SCOUT: _____

6. CONTACT (NAME AND CELL PHONE #): _____

COMMENTS: _____

NMFO REPRESENTATIVE SIGNATURE: _____ **DATE:** _____

REPRESENTATIVE SIGNATURE: _____ **DATE:** _____

REPRESENTATIVE SIGNATURE: _____ **DATE:** _____

REPRESENTATIVE SIGNATURE: _____ **DATE:** _____

REPRESENTATIVE SIGNATURE: _____ **DATE:** _____

FMD SIGNATURE: _____ **DATE:** _____

FMD COMMENTS: _____