



NM STATE PROPERTY Filming Request Form

This is a request to **film** at a state-owned building or property. Submit a form for each location.

This is not a contract; however, this form does two things:

- A minimum of 3 business days (pending availability of location) is required.
- If two productions request to use the same property at a similar time, this form will create a queue of first "right of use".
- Upon receipt of this form, the NMFO will facilitate the internal approval process between agencies.

Email this form to Rochelle Bussey rochelle@nmfilm.com.

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

2. ADDRESS: _____

3. COMPANY INFORMATION:

Project Title & Type (feature, TV, doc...): _____

Production Company Name: _____

Production Company Address: _____

Line Producer: _____ Cell: _____

Location Manager: _____ Cell: _____

Asst. Location Manager: _____ Cell: _____

4. TENTATIVE DATES REQUESTED FOR STATE-OWNED BUILDING OR PROPERTY:

Prep dates: _____ through _____ Times: _____

Shoot dates: _____ through _____ Times: _____

Wrap dates: _____ through _____ Times: _____

5. LIST specific INTERIOR & EXTERIOR LOCATIONS AT STATE-OWNED BUILDING OR PROPERTY OF INTEREST:

a) _____



- b) _____
- c) _____
- d) _____
- e) _____

List additional areas on a separate sheet of paper.

6. AGREEMENT: The above dates will be held for _____ ("Company") pending delivery of a finalized signed Location Agreement (provided by the State) and a Certificate of Insurance (per policy). Should a second company request the same property and dates, the Company will be required to formalize their commitment within 3 business days (pending availability of location) by providing a final Location Agreement and Certificate of Insurance. If Company is unable to commit, Company will forfeit their request. The Company is responsible for reading, understanding and following policies regarding this process.

AGREED BY PRODUCTION COMPANY:

| | |
|---------------------|-------------------|
| Company: _____ | Production: _____ |
| NAME (PRINT): _____ | Title: _____ |
| Signature: _____ | Date: _____ |

AGREED TO HOLD LOCATION, STATE OF NEW MEXICO: Approved: _____ Not Approved: _____

| | |
|---------------------|---------------------|
| Division: _____ | Division: _____ |
| Signature: _____ | Signature: _____ |
| Name (PRINT): _____ | Name (PRINT): _____ |
| Title: _____ | Title: _____ |
| Date: _____ | Date: _____ |

Reason for Not Approved:



Other Division Signatures if needed:

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

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Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____

Division: _____

Signature: _____

Name (PRINT): _____

Title: _____

Date: _____



GENERAL SERVICES DEPARTMENT / FACILITIES MANAGEMENT DIVISION TO HOLD LOCATION,
STATE OF NEW MEXICO:

Division: GSD/FMD

Signature: _____

Name (PRINT): Cheri Lujan

Title: Real Property Manager/General Services Department

Date: _____

Or Designee

Signature: _____

Name (PRINT):

Title: _____

Date: _____