

## Student Filming

### Student Projects

Any production associated with a class grade is considered a student project. Student projects are subject to the same rules and permit requirements as professional productions. Students do **NOT** need to fill out the professional Production Registration Form. All student filming guidelines can be found at [www.savannahfilm.org/production-information/student-filming/](http://www.savannahfilm.org/production-information/student-filming/)

### Notification

Notification letters are **required** for all productions filming on location. Notification must be printed on **YELLOW** paper and distributed to all surrounding businesses and residents at least 48 hours in advance of filming activity. Templates for notification letters can be found on the student filming page on [www.filmsavannah.org](http://www.filmsavannah.org) Failure to notify is a violation and can result in revocation of your permit and halt your production.

### Private Property

The use of private property requires the permission of the property owner through a signed location agreement. Tenants must give permission in addition to the property owner. **Film permits do not grant access to any private property.** However, there are certain activities that require permits even when they occur on private property. These include things like stunts, special effects, excessive noise, and certain activities that are visible to the public.

### Municipality

A municipality is a city or town that has corporate status and local government. We have **8** municipalities within Chatham County that each have their own unique student permitting process. If you are unsure of which municipality governs your location, follow the steps on the student filming page on how to use [www.sagis.org](http://www.sagis.org)

### Permits

Permits are an official document giving someone authorization to film on municipally owned property. Permits are required for anything deemed "public property" such as streets, sidewalks, alleys, lanes, parks, squares, and beaches. **Film permits do not grant access to private property.** Some municipalities require film permits, regardless of filming on private or public property.




Students must submit a Student Permit Application with the appropriate municipality. **Late or incomplete applications will not be accepted.** Submission of a Student Permit Application does not guarantee approval. Each municipality will grant approval at their own discretion. Please note that permits must be picked up during business hours. Student productions **MUST** have a hard copy version of their signed permit at all times while on location.

### Street Closures and Parking

Intermittent Traffic Control (ITC) and street closures require police officer(s) and must be included in the permit. Equipment trucks and large vehicles must be legally parked or reserved parking must be specified in the permit. It is crucial to submit your completed permit application in order to allow enough time for requests. Police requests are not guaranteed.

### Fees

Municipalities may charge for certain services such as permits, police, and parking. Please refer to the student filming page on [www.filmsavannah.org](http://www.filmsavannah.org)

	Savannah Regional Film Commission	131 Hutchinson Island Rd. Suite 101 Savannah, GA 31421	Katie Schuck Location Specialist	<a href="mailto:kschuck@filmsavannah.org">kschuck@filmsavannah.org</a>	912-447-4159
	City of Savannah Special Events Film & Tourism	1 Waring Drive **inside of Daffin Park** Savannah, GA 31404	Nicole Bush Permit Liaison	<a href="mailto:nbush@savannahga.gov">nbush@savannahga.gov</a>	912.351.3837
	Chatham County	1117 Eisenhower Drive, Suite D Savannah, GA 31406	Monica Middleton Supervisor	<a href="mailto:mpmiddle@chathamcounty.org">mpmiddle@chathamcounty.org</a>	(912) 201-4322
	City of Tybee Island	403 Butler Ave Tybee Island, GA 31328	Robyn Rosner Facilities Coordinator	<a href="mailto:rrosner@cityoftybee.org">rrosner@cityoftybee.org</a>	912-472-5045
	City of Garden City	100 Central Avenue Garden City, GA 31405	Ben Brengman Permitting	<a href="mailto:bbrengman@gardencity-ga.gov">bbrengman@gardencity-ga.gov</a>	912-963-2773
	City of Pooler	307 US Highway 80 SE Pooler, GA 31322	Shannon Kirby Interim City Clerk	<a href="mailto:skirby@pooler-ga.gov">skirby@pooler-ga.gov</a>	912-748-6652
	City of Port Wentworth	305 S Coastal Hwy, Port Wentworth, GA 31407	Shanta Scarboro Permitting Office	<a href="mailto:sscarboro@cityofportwentworth.com">sscarboro@cityofportwentworth.com</a>	912-964-4379
	City of Bloomingdale	8 W Hwy 80 Bloomingdale, GA 31302	Charles D. Akridge City Administrator	<a href="mailto:cakridge@bloomingdale-ga.gov">cakridge@bloomingdale-ga.gov</a>	912-748-0970
	Town of Thunderbolt	2821 River Drive – Thunderbolt, GA 31404	Frank Neal Town Administrator	<a href="mailto:fneal@thunderboltga.org">fneal@thunderboltga.org</a>	912-629-4650

I, \_\_\_\_\_, a student of \_\_\_\_\_ have read and agree to the above rules & regulations of student filming in the Savannah Region.

Signature \_\_\_\_\_

Date \_\_\_\_\_