



# HBC Filming Request Form

Updated: March 5, 2019

## REQUESTOR'S INFORMATION

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## PRODUCTION INFORMATION

Name of Project: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Location: \_\_\_\_\_

Business (circle one): Hudson's Bay      Saks Fifth Avenue      Saks OFF 5TH      Lord + Taylor

Other (please specify): \_\_\_\_\_

## DETAILS

**Please provide a brief synopsis of the movie/TV/photography project:**

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|---|-----|----|
| Can you provide insurance coverage for the shoot?                       | Yes | No |
| Can you pay a required location fee?                                    | Yes | No |
| Is the HBC business identifiable in the production? (eg: signage, etc.) | Yes | No |
| Can shooting take place outside of normal business hours?               | Yes | No |

Approximately how many crew members will be in store for this filming (include full cast and crew complement)?

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What type of equipment will be used (i.e camera, sound, lights, cables, etc.)?

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Additional notes for this request:

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