



UNIVERSITY
of HAWAII°
SYSTEM

External Affairs and University Relations

September 11, 2009

MEMORANDUM

TO: Chancellors

FROM: Carolyn Tanaka
Associate Vice President

SUBJECT: Film Policies and Procedures

As you are probably aware, our office has been working on developing procedures for handling of commercial filming requests throughout the system. This process has involved the University General Counsel (UGC), the Collegiate Licensing office and film liaisons at all campuses and university run facilities system wide.

Due to various experiences working with the production companies we have updated the procedures to further improve and streamline the process. The updated guidelines developed for the commercial filming and photography process are located at www.hawaii.edu/news/filming.php.

Production companies will still be required to submit an application for use of UH real property, but it will need to include the following additional information:

- Requests from the production company for UH to sign location releases
- Request to use UH trademarks/logos in its productions

Upon receipt of a film application, External Affairs and University Relations (EAUR), coordinates with UGC, the Collegiate Licensing office and the film liaison at the campus/facility being requested to obtain proper approvals. Approvals are based on the information provided in the application and whether the university is able to accommodate the request without adversely affecting its operations.

Normally requests are approved if:

- the campus liaison approves the application after checking with appropriate facilities managers and/or departments affected and notifying the chancellor
- the requestor provides all required information (certificate of insurance, script, location agreements, etc.) and there are no potential issues

The purpose of this procedure is to review requests for suitability and university portrayal in such productions in an attempt to avoid potentially negative issues that may harm the reputation of the university and/or its employees. We work closely with campus liaisons and UGC for review and final approvals.

We ask that you share the information on the process and guidelines with the appropriate individuals at your campuses and departments. Thank you for your attention to this process. Please share the link for the film guidelines website with your department heads and staff. If you have any questions, please feel free to contact Mia Noguchi at 956-9095 or via email at mianani@hawaii.edu.

2444 Dole Street, Honolulu, Hawaii'i 96822
Associate Vice President Telephone: (808) 956-8109 Fax: (808) 956-9701
Collegiate Licensing Telephone: (808) 956-2114 Fax: (808) 956-6087
Creative Services Telephone: (808) 956-8856 Fax: (808) 956-3441
Government Relations Telephone: (808) 956-4250 Fax: (808) 956-9701
Public Relations Telephone: (808) 956-6934 Fax: (808) 956-6087
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