



FELLOW ROOM REQUEST FORM

Today's Date: _____ Shooting Dates: _____

Director: _____ Contact Info: _____

Producer: _____ Contact Info: _____

☐ Cycle Group: _____ ☐ Thesis #: _____ ☐ DWW#: _____ ☐ Special Project: _____

Project Title: _____

TIME SLOTS: A) 10am-1pm B) 1pm-4pm C) 4pm-7pm D) 7pm-10pm

CASTING, REHEARSING, PRODUCTION MEETING	REQUESTED DATE	REQUESTED TIME SLOT	BUILDING & ROOM (SELECT PREFERENCE, IF ANY)	ROOM ASSIGNED BY AFI FACILITIES
		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	<input type="checkbox"/> WB 102 <input type="checkbox"/> WB 106 <input type="checkbox"/> WB 107 <input type="checkbox"/> LB 102 <input type="checkbox"/> Other:	
		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	<input type="checkbox"/> WB 102 <input type="checkbox"/> WB 106 <input type="checkbox"/> WB 107 <input type="checkbox"/> LB 102 <input type="checkbox"/> Other:	
		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	<input type="checkbox"/> WB 102 <input type="checkbox"/> WB 106 <input type="checkbox"/> WB 107 <input type="checkbox"/> LB 102 <input type="checkbox"/> Other:	
		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	<input type="checkbox"/> WB 102 <input type="checkbox"/> WB 106 <input type="checkbox"/> WB 107 <input type="checkbox"/> LB 102 <input type="checkbox"/> Other:	
		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	<input type="checkbox"/> WB 102 <input type="checkbox"/> WB 106 <input type="checkbox"/> WB 107 <input type="checkbox"/> LB 102 <input type="checkbox"/> Other:	

- To reserve a room, go to AFI.com and follow the "SCHEDULE A ROOM" link. Requests must be submitted to RP Sekon and Bart Farmer in Campus Facilities (Facilities@afi.com) at least 24 hours in advance.
- Last minute requests, made with less than 24 hours advance notice or on the day of, should be completed in person at the AFI Service Center on the 2nd floor of the Warner Bros. Building or at the Campus Information Center or CIC on the 1st floor of the Warner Bros. Building. Fellows **MUST** show a current school issued I.D. for all requests made with the CIC personnel. **ROOMS ARE SUBJECT TO AVAILABILITY. ROOM REQUESTS WILL BE ACCEPTED AT THE CIC AFTER 5:00 P.M. MONDAY THRU FRIDAY, OR AFTER 4:00 P.M. ON WEEKENDS.**
- Production can only reserve **ONE** of the provided three-hour time slots per day. The North and South Galleries (Wrather Galleries) are **NOT** available for reservation by Fellows.
- Please use provided sign holders to post any directional signs during castings. **DO NOT** post or tape any signs to the building walls or doors. Any posted signs that damage campus doors, walls or paint will result in production fines.