



# Nicholson School of Communication and Media

## UNINSURED ACTIVITY APPLICATION FORM

This application must be completed and signed below by all parties before the submitting student applicant can start production of their course-assigned or thesis-related film/video project.

The submitting student must include a *Cover Letter* addressed to the **Risk Management Review Panel**. It should include a summary of all information necessary to vet your project for any uninsured/prohibited items or activities. Please also attach copies of your script, outline, production schedule, and/or any relevant preproduction materials.

If a student proceeds with the production of a project that has uninsured/prohibited items or activities that has not been approved by the **Risk Management Review Panel**, disciplinary academic sanctions will be enforced.

By signing this, the student applicant confirms that the information they have provided to the faculty regarding their upcoming production is truthful, accurate and in total. The student applicant has read, understands, and agrees to the terms outlined in the **UCF-NSCM Film and Mass Media Student Production Handbook**, particularly the sections regarding *Risk Management* and *Production Safety Guidelines*, as well as the program's academic requirements.

COURSE PREFIX AND NAME / THESIS TYPE: \_\_\_\_\_

PROJECT WORKING TITLE: \_\_\_\_\_

STUDENT APPLICANT PRINTED NAME: \_\_\_\_\_

STUDENT APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

----- FACULTY / STAFF USE ONLY -----

By signing below, I agree that I have reviewed and approved this application, the cover letter, and any attachments.

INSTRUCTOR-OF-RECORD PRINTED NAME: \_\_\_\_\_

INSTRUCTOR-OF-RECORD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSURANCE COORDINATOR PRINTED NAME: \_\_\_\_\_

INSURANCE COORDINATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OPERATIONS MANAGER PRINTED NAME: \_\_\_\_\_

OPERATIONS MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# UNINSURED ACTIVITY APPLICATION INSTRUCTIONS

## Steps for student productions that may include an uninsured / prohibited item or activity:

1. Student applicant reviews the *Coverage Exclusions* section of the **UCF-NSCM Film and Mass Media Student Production Handbook** and uses it to evaluate their script, outline, production schedule, and/or other preproduction materials to help identify any items or activities that may not be covered under the *Film and Mass Media Program's* production insurance or are prohibited by policy.
2. Provide your preproduction materials to your instructor of record for review and discuss with them any potential uninsured and prohibited items or activities you may have identified in your upcoming film/video production. Decide whether these are critical to the success of your production. If so...
3. Write a *Cover Letter* to the **Risk Management Review Panel** outlining the uninsured item or activity you wish to gain approval and/or obtain additional insurance coverage for. You must use the [Sample Cover Letter](#) as a template. **Requests to include prohibited items or activities will not be approved.**
4. Complete and sign the *Uninsured Activity Application Form (UIA Form)*.
5. Turn in the *Uninsured Activity Application Form* and your *Cover Letter* to your instructor-of-record, faculty advisor, or thesis chair, who will then review and submit it to the **Risk Management Review Panel (RMR Panel)** on your behalf.

## Once submitted a receive one of the following codes:

- **APPROVED (A)** – The student applicant has met all requirements laid out by **RMR Panel** and is approved to start production of their project.
- **CONDITIONALLY APPROVED (CA)** – Script has elements that are not covered by existing policy, but the panel is willing to assume the risk on behalf of the program. The student **MUST** document how they plan on including these items and/or executing these activities in their *Cover Letter*. *Example – activities involving animals are not covered by the policy and typically require the purchase of an additional insurance rider. However, the student is using their own pet cat in their own apartment and is working with a very limited amount of equipment and crew. The **RMR Panel** approves the project without the purchase of additional insurance coverage on the condition that the elements described are not altered during production.*
- **REQUIRES PURCHASE OF ADDITIONAL INSURANCE (AI)**– Project has elements that require the purchase of additional insurance coverage. Student must obtain the additional insurance coverage via a rider to the existing production insurance policy provided by the school or obtain their own insurance policy that has the items and/or activities clearly outlined in the policy schedule or has written confirmation, directly from the underwriter (not the agent), that the items or activities in question are covered. All additional insurance policy documents must be sent to the *Insurance Coordinator* for review and final approval before production can start.
- **CONFIRMATION OF INSURANCE POLICY (CIP)** – If a student has elected to purchase a separate insurance policy to cover the production of a project (as themselves or via their production company) they are still required to submit an application to the **RMR Panel** if they plan on including any uninsured items or activities within a sanctioned film/video project. The student must provide to the panel a complete policy schedule. This schedule should include written confirmation from the underwriter that all high-risk items or activities planned for their production have been disclosed and are covered under their policy. The **Risk Management Review Panel** reserves the right to deny

the student permission to proceed with the production of their project, regardless of whatever additional insurance coverage is obtained.

- **NOT APPROVED (NA)** – Item or activity is considered too risky and is not permitted under any circumstance, even with the purchase of additional insurance coverage by the student (via rider or their own insurance policy). *Example – the use of prohibited items such as firearms.*
- **WITHDRAWN (WD)** – Student applicant decides to amend script, outline, production schedule, and/or other pre-production materials so that no uninsured/prohibited items or activities are included and will not be present or take place during the production of their project.

**If you elect to purchase additional insurance coverage, or plan on using your own insurance policy to cover your production, additional instructions will be provided to you by the *Insurance Coordinator*.**

**Please direct any questions or concerns to:**

**Alex Korp**

Instructor and Insurance Coordinator

Film and Mass Media Program

UCF Nicholson School of Communication and Media

[William.Korp@ucf.edu](mailto:William.Korp@ucf.edu)