

FMSA

EQUIPMENT BOOKING GUIDE

1

PRE-PLANNING

- ☐ Cast + crew
- ☐ Equipment + accessories
- ☐ Locations + logistics
- ☐ Key dates

Start thinking about required insurance, permits and releases.

2

REQUEST EQUIPMENT

Minimum 7 days in advance:

- ☐ Fill out Equipment Request Form: fmsasupport.ecuad.ca
- ☐ Check your email for an equipment value estimate that can be used for insurance purposes

Questions? Ask a Technician.

4

SECURE ALL DOCUMENTS

- ☐ Secure all required permits + releases
- ☐ Buy production equipment insurance from Front Row Insurance: shortshoot.frontrowinsurance.com

3

EQUIPMENT BOOKING CREATED

- ☐ Check your email for initial booking confirmation or requests from Technicians to correct any errors or clarify information

Bookings are created based on availability. Equipment will be held until insurance, permit and release documents are submitted (if necessary).

5

EQUIPMENT BOOKING FINALIZED

Equipment on hold will be released.

- ☐ Submit insurance, permit and release documents to FMSA Technicians (if necessary)
- ☐ Check your email for release confirmation

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PICK UP EQUIPMENT

- ☐ Pick up your equipment from Media Resources

SUBMIT ALL DOCUMENTS TO FMSATECH@ECUAD.CA