Standard Operation Policies & Procedures (SOPP)

01. Requesting a Certificate of Additional Insured (Insurance) under the Academy for Creative Media, System

Purpose
- A Request for a Certificate of Additional Insured to ACM System’s insurance policies (with ACM System as the Named Insured) is generally coverage for a person or entity that is doing business with the Named Insured. This is typically requested by Property Owners when their property is asked to be in a film project. Property Owners, whether public or private, will typically submit a certificate request to the production team that outlines the required insurance coverage for their property, and must be submitted with the Request Form For Certificate of Insurance.ACMS.r0. This process may take time to complete, so requests are required in advance of shoot dates, at least 2 weeks prior.

This SOPP is being implemented to set a standard format and timeline for these requests under the ACM System insurance policies.

Production Schedule
- Students should build in 4 weeks to prepare a Production Schedule prior to project start, and should build in 2-3 weeks prior to shoot start to complete this required step for location filming, especially when Property Owners request a Certificate of Additional Insured for their Property.

Required Timeline
- Request Submission: At least 2 weeks prior to shoot.

Required Information
- See Request Form For Certificate of Insurance.ACMS.r0.

Relevant Forms
- Request Form For Certificate of Insurance.ACMS.r0.
- ACM System Location Release Form.
- Certificate of Additional Insured Request/Requirements from Property Owner.

Submission Format
- Email the completed Forms to acms@hawaii.edu at least 2 weeks prior to shoot dates.
- Requests are processed on a “first come, first served” basis, so ample planning is most beneficial in getting requests completed in a timely manner.

Questions
- Contact acms@hawaii.edu or Taui Fernando at 808-956-5458.