

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 3 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 3 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 pkj@hawaii.edu at least 3 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 pkj@hawaii.edu or Paul Jackson at 808-956-5458.