**FILMING AND PHOTOGRAPHY – APPROVAL FORM FOR EXTERNAL EVENTS *No: ……………..***

Please complete this form and send it to the **University** **Communications office 8.3.03 or email Communications@rmit.edu.vn**

**Purpose: This form is used for getting approval for external filming and photography requests**

*You will be informed of the estimated time of completion by email shortly after this form is submitted. Please allow up to five (05) working days for approval prior to the proposed filming/photography date. Any detailed program/script available should be sent at the time of sending this request form*

**User Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | Full name |  | ID Number |  |  |  |  |  |  | | --- | --- | --- | --- | | Job title/Program |  | Campus |  |  |  |  |  |  | | --- | --- | --- | --- | | Email address |  | Contact number |  |      |  |  |  |  | | --- | --- | --- | --- | | Total crew members |  | Means of transport to campus |  |   Please be aware that there is no car parking inside the campus   |  |  | | --- | --- | | Number of outside stakeholder  (If having celebrities, add their names) |  | |

**Service Required**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Purpose** |  |  |  |  |  |  | | --- | --- | --- | --- | | Date(s) of broadcasting |  | Time(s) of  broadcasting |  |      |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Date(s) of filming/photography |  | Time(s) of filming/photography |  | Venue of filming/photography |  |      |  |  | | --- | --- | | **Location 1** |  |  |  |  | | --- | --- | | **Location 2** |  |  |  |  | | --- | --- | | **Location 3** |  |  |  |  | | --- | --- | | **Location 4** |  |     **Others (**If other then please specify)   |  |  | | --- | --- | |  |  | |

**Approved/Unapproved**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requested By: Approved/ Not approved by: Communications notes:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Signed** |  |  |  |  |  | | **Full Name** |  |  |  |  | | **Program/Department** |  |  | **University Communications** |  | | Date |  |  |  |  | |