**FILMING AND PHOTOGRAPHY – AUTHORISATION FORM FOR INTERNAL EVENTS *No:……...***

Please get your manager or lecturer’s approval and complete this form then send it to the Communications at communications@rmit.edu.vn,

room 8.3.03 at least 3 - 5 working days in advance.

**Purpose: This form is used for notification to Security and related department(s) including record-keeping.**

**User Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |  | Student/ Staff 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 in the campus.

|  |  |
| --- | --- |
| Number of outside stakeholder(If having celebrities, add their names) |  |

   |

**Service Required**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| --- | --- |
| **Purpose** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date(s) of filming/photography |  | Time(s) of filming/photography |  | Venue offilming/photography |  |

|  |  |
| --- | --- |
| **Location 1** |  |

|  |  |
| --- | --- |
| **Location 2** |  |

|  |  |
| --- | --- |
| **Location 3** |  |

|  |  |
| --- | --- |
| **Location 4** |  |

 **Others (**If other then please specify)

|  |  |
| --- | --- |
|  |  |

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**Approved / Unapproved**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Requested By: Manager/lecturer’s approval: University Communications’ approval**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed** |  |  |  |  |  |
| **Full Name** |  |  |  |  |  |
| **Position** |  |  |  |  |  |
| **Date** |  |  |  |  |  |

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Filming/Photography guidelines for students/staff

If students/staff wish to conduct your photography/ filming at the Recreation & Events Complex, please email REC via sports@rmit.edu.vn to make sure availability of facilities for your request prior to seeking the Communications’ endorsement.

No photography/ filming in changing room during REC operational hours as indicated below:

Mon - Sat: 6:00AM - 9:00PM

Sun:  9:00AM - 6:00PM

 **Other rules:**

 - No blocking of entrances/exits or fire escape routes of all buildings

- No filming in changing rooms

- Students need to ask permission to film any individual students or members of staff

- Notify in advance for any items that needs electricity or water supply

**The Security team is required to ask any students/staff to show their ID cards when using professional cameras on the campus.**