**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](mailto: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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Purpose** |  |      |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 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: Manager/lecturer’s approval: University Communications’ approval**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Signed** |  |  |  |  |  | | **Full Name** |  |  |  |  |  | | **Position** |  |  |  |  |  | | **Date** |  |  |  |  |  | |

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](mailto: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.**