

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 1.2.08

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

User Details

Full name	<input type="text"/>	Student/ Staff number	<input type="text"/>
Job title/Program	<input type="text"/>	Campus	<input type="text"/>
Email address	<input type="text"/>	Contact number	<input type="text"/>
Total crew members	<input type="text"/>	Means of transport to campus	<input type="text"/>
Please be aware that there is no car parking in the campus.			
Number of outside stakeholder (If having celebrities, add their names)	<input style="width: 100%;" type="text"/>		

Service Required

Purpose	<input style="width: 100%;" type="text"/>		
Date(s) of filming/photography	<input style="width: 15%;" type="text"/>	Time(s) of filming/photography	<input style="width: 15%;" type="text"/>
		Venue of filming/photography	<input style="width: 25%;" type="text"/>
Location 1	<input style="width: 100%;" type="text"/>		
Location 2	<input style="width: 100%;" type="text"/>		
Location 3	<input style="width: 100%;" type="text"/>		
Location 4	<input style="width: 100%;" type="text"/>		
Others (If other then please specify)	<input style="width: 100%; height: 40px;" type="text"/>		

Approval / Unapproval

	Requested By:	Manager/lecturer's approval:	University Communications' approval
Signed	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Full Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Position	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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.