

FILMING AND PHOTOGRAPHY – APPROVAL FORM FOR EXTERNAL EVENTS

No:

Please complete this form and send it to the **University Communications office 1.2.08** 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	<input type="text"/>	ID 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 inside the campus

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

Service Required

Purpose	<input style="width: 100%;" type="text"/>		
Date(s) of broadcasting	<input type="text"/>	Time(s) of broadcasting	<input type="text"/>
Date(s) of filming/photography	<input type="text"/>	Time(s) of filming/photography	<input type="text"/>
		Venue of filming/photography	<input 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: 50px;" type="text"/>		

Approval/Unapproval

Signed	Requested By:	Approved/ Not approved by:	Communications notes:
	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>	
	Full Name	University Communications	
	Program/Department		
	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
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