**ORNC – Academic Filming and Photography Request Form**

*The Old Royal Naval College Greenwich considers requests for filming and photography from students studying on site on a case-by-case basis dependent on content, day to day operations and existing events. Only students studying at either the University of Greenwich or Trinity Laban School of Music will be considered.*

*If any of the below information is not yet confirmed, please indicate as such or specify ‘N/A’ as required.*

***Email completed request form as ‘Academic Request: (Project title)’ to the following*** [***filming@ornc.org***](mailto:filming@ornc.org)

**General information**

|  |  |
| --- | --- |
| **Date of request** |  |
| **Requester name** |  |
| **Studying at** | University of Greenwich / Trinity Laban School of Music |
| **Email address** |  |
| **Telephone number** |  |
| **Course name** |  |
| **Instructor/Lecturer name and contact details** |  |
| **Type of request**  *Photography/filming/other* |  |

**Project information**

|  |  |  |
| --- | --- | --- |
| **Type of production request**  *Photography/filming/other* |  |  |
| **Title of project** |  | |
| **Brief description of project**  *Please list here approximate content/scenes and number of locations required.* |  | |
| **Location area request**  *Please list here any:*  *location interests (e.g. rooms or spaces required). Please refer to the map found on our* [*website*](https://ornc.org/wp-content/uploads/2020/07/200124-ORNC-Accessibility-Map_Asset-Copy.pdf)*.* |  | |
| **Possible dates/deadlines for filming/photography to take place** |  | |
| **Expected length of time required on site**  *Please list in hours or days as necssary* |  | |
| **Intended use of production as part of academic studies** |  | |
| **Other information to be considered** |  | |

***For office use only***

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| --- | --- |
| **Assigned reference** |  |
| **Approved?** |  |
| **Approving Staff** |  |