**ORNC – Photography Request Form**

*The Old Royal Naval College Greenwich considers requests for photography and other media on a case-by-case basis dependent on content, day to day operations and existing events.*

*Please note: 1) Requests will not be considered unless a form has been completed in advance of a telephone conversation. 2) Commercial production companies must work directly with the Estate Operations Manager, plus other relevant members of site staff. 3) Editorial requests must first be approved by PR/communications team. 4) Production companies must read and agree to the Location Filming Agreement prior to any filming taking place.*

*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 ‘Photography Request: (Project title)’ to*** [***filming@ornc.org***](mailto:filming@ornc.org)

**General information**

|  |  |
| --- | --- |
| **Date of request** |  |
| **Requester name**  *including title and full name.* |  |
| **Requester job title**  *e.g. Location Manager.* |  |
| **Company Name**  *e.g. ABC Radio Ltd.* |  |
| **Full address**  *including post/zip/area code.* |  |
| **Email address** |  |
| **Telephone number**  *Please include international dialling code if outside the UK.* |  |
| **Is the production company able to provide evidence of Public Liability Insurance?** | Yes / No |

**Project information**

|  |  |  |
| --- | --- | --- |
| **Type of commercial production**  *(see separate form for editorial filming requests)* |  |  |
| **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)*.* |  | |
| **Preferred date/time for site recce**  *If required* |  | |
| **Possible dates/deadlines for photography to take place** |  | |
| **Expected length of time required on site**  *Please list in hours or days as necessary* |  | |
| **Project Broadcast/Release date** |  | |
| **Equipment to be used** |  | |
| **Other information to be considered** |  | |

***For office use only***

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