**Filming requests**

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If you are unable to complete all the details on this form you may leave sections blank. However, we may request this information before we make a decision about your request.

**Contact details**

Your name:

Contact number:

Email address:

Name of production company:

Broadcaster & channel:

**Further contact details**

Please give details of the most senior person from your production team who will be on site, should we agree to filming.

Name:

Contact number:

Email address:

**Project details**

What is the earliest date on which you would like to film?\*

Project title\*(can be a working title):

Purpose of filming eg news, documentary, feature film, commercial, student project\*

Please explain the story/context in which the film will be shown:

Are you filming anywhere else as part of this project? Yes / No

If yes, where and who else will you be filming?

Has this project been commissioned? Yes / No

**Details of shoot**

Will you “recce” visits before filming starts? Yes / No

If yes, when will you want to visit?

Full names of crew (must be provided at least 24 hours before filming starts):

Description of what and where you intend to film

(Please say what sort of shots and the subject, eg GVs of clinic, interview with clinician, etc. Please note that GVs of patients and public areas will not usually be permitted because of confidentiality issues. If you have a specific location in mind please specifiy - ward or department eg Eye Bank, outpatients, etc. so we know what sort of location you are hoping to use. Please give as much detail as possible and note that only the filming described here will be permitted.

Staff required

If you know which members of staff you would like to interview please state their name and job title (if known)

Equipment

Please tell us about any other on-site requirements (temporary power supply, etc.)

Risk and public liability

Please note that a risk assessment and proof of public liability insurance may be required before we can give permission for filming. This document is a request to film on trust premises. It does not constitute a filming or location contract. Nor does it imply permission to film/photograph.

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\* Please note, due to limited availability of our clinicians we do not usually agree to requests for filming from students. However, if the filming is for use on a national broadcast channel we may accept a student request.