

NSW public schools filming and photography request form

Applicant Details

Note – the name must match the organisation on the Public Liability insurance certificate

Title	First Name	Surname
Position		
Production Company / Organisation Name		ABN/CAN
Production Company / Organisation Address		
Business Number		Mobile Number
Email address		

Date, Time and Venue Detail

School requested	Dates
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Locations – please state (outside, classroom, hall etc)

Bump in	Shoot	Bump out
From	From	From
To	To	To

Production Details

Name of Production

Storyline summary/synopsis/script/scene

Type of Production (please tick appropriate box)

Feature film	TV production	Documentary
TV Commercial	Corporate video /Short film	Not-for-profit
Music video production	Student film	Stills shoot / photography
Other (please specify)		

Will the school be identified in the filming/photography? Verbally or through filming of signs?

Yes

No

If yes, advise how

Logistic Details

No. of crew (including client and agency)

No. of cast

List of Equipment and description of physical activities/ action/ unit base facilities

Additional Information

Public liability insurance certificate of currency (please advise the value of your insurance and attach a copy with your request)

\$

- In most cases a location fee will be payable to the school involved, depending on the nature of the production and the length of time the venue is required.
- Venue users are responsible for leaving premises as they found them i.e. any damage must be repaired and anything missing must be replaced. Email confirmation of responsibility and confirmation of public liability insurance is required prior to access to school grounds.

Lodging Your Request

Please email through your request to the Media Unit

e: mediaunit@det.nsw.edu.au