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**QUESTIONNAIRE FOR FILMING**

Thank you for your enquiry about filming in one of the churches in our diocese. Please complete the questionnaire below so we can assist you further.

Please note: filming, set up or de-rig should not normally take place on Sunday, or during services, unless they are the events being filmed or by specific arrangement with the clergy and diocesan communications team. Access will not therefore be available on any day before 08.30 and after 16.00 unless by specific agreement – which includes after-hours recording or filming.

|  |  |
| --- | --- |
| **Production Company full name & address** |  |
| **Contact name & position** |  |
| **Contact email & telephone** |  |
| **Programme/film title** |  |
| **Duration** |  |
| **Type of programme/film (delete as applicable)** | TV drama/documentary/dramatic reconstruction/news/ religious/childrens/educational/ film/commercial or specify |
| **Synopsis** |  |
| **Presenter or host** |  |
| **Church staff/clergy to be interviewed or filmed?** |  |
| **Specify Territories to exploited** |  |
| **Specify Rights to be exploited** |  |
| **Principal Broadcaster** **& other financiers** |  |
| **Live or pre-recorded** |  |
| **Proposed location(s)** |  |
| **Proposed access date(s) and times (incl recce, filming etc)** |  |
| **Number of crew**  |  |
| **Number of cameras** (handheld/tripod/dolly) |  |
| **Other equipment** (lighting, tracks) |  |
| **Vehicles on site** |  |
| **Parking required**  |  |
| **Electricity required** |  |
| **Any props, effects or set dressing**   |  |
| **Proof of Public Liability Insurance**  | Y/N (please include photograph of document) |
| **Other facilities required** (eg changing rooms) |  |
| **Any other information** |  |

If approved, a draft location agreement will be issued, subject to any negotiations required on access, fees and costings, rights and permissions.

Please therefore note that completion of this application form does not imply the acceptance of any or all of these arrangements by the Diocese of Winchester or its churches.