

FILMING AND PHOTOGRAPHY – AUTHORISATION FORM FOR INTERNAL EVENTS

Please obtain approval from your **manager (for staff), lecturer (for students), or Student Clubs coordinator (for student clubs)**, complete the request form, and attach your approval email when sending the form to Communications at communications@rmit.edu.vn at least **5 weekdays** in advance.

Please be specific about the shooting time slot for each location (i.e. Building 1 canteen, date 21 May 2024, from 8am – 10am). Each location must only correspond to any one time slot.

Purpose: This form is used for notification to Security and related department(s) including record-keeping.

User Details

Full name	<input type="text"/>	Student/ Staff number	<input type="text"/>
(Student) Program (Staff) Job title	<input type="text"/>	Campus	<input type="text"/>
Email address	<input type="text"/>	Contact number	<input type="text"/>
Total crew members	<input type="text"/>		
Please be aware that there is no car parking on campus.			
Number of outside stakeholder(s) (If having celebrities, add their names)	<input type="text"/>		

Service Required

Purpose (i.e. for what course, what event)	<input style="width: 100%;" type="text"/>		
Location 1 (please be as specific as possible for the area you're requesting)	<input style="width: 100%;" type="text"/>	Date:	<input style="width: 100%;" type="text"/>
	Time From		to
Location 2	<input style="width: 100%;" type="text"/>	Date:	<input style="width: 100%;" type="text"/>
	Time From		to
Location 3	<input style="width: 100%;" type="text"/>	Date:	<input style="width: 100%;" type="text"/>
	Time From		to
Location 4	<input style="width: 100%;" type="text"/>	Date:	<input style="width: 100%;" type="text"/>
	Time From		to
Others (Please specify)	<input style="width: 100%; height: 80px;" type="text"/>		

Filming/Photography guidelines for students/staff

Please strictly follow guidelines from this page for Filming / Photography on RMIT campus:
<https://www.rmit.edu.vn/students/support/photography-and-filming-on-campus>

If students/staff wish to conduct your filming / photography at the Recreation & Events Complex, please email REC via sports@rmit.edu.vn to make sure availability of facilities for your request prior to seeking the Communications' endorsement.

No filming / photography in changing room during REC operational hours as indicated below:

Mon - Sat: 6:00AM - 9:00PM
Sun: 9:00AM - 6:00PM

Other rules:

- No blocking of entrances/exits or fire escape routes of all buildings
- No filming in changing rooms/ bathrooms
- You need to ask permission, using the permission form below to film any individual students or members of staff. Individual students or staff must consent by signing the consent [form](#)
- Make sure the RMIT footage is used only for projects/courses/works
- No drone allowed on campus
- Notify in advance for any items that needs electricity or water supply
- Using RMIT footage for any commercial purpose shall be considered case-by-case

The Security team is required to ask any students/staff to show their ID cards when using professional cameras on the campus.