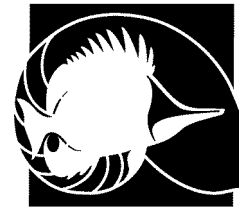


**Waikiki Aquarium
Application and Guidelines for
On-Site Photo shoots, Filming & Media Visits**



Media representatives, photographers, film and video producers may apply to visit, photograph or film Waikiki Aquarium exhibits, programs or activities, or to use the Aquarium as a back drop. Please, supply the information requested in the box below, read the guidelines and mark the box that indicates you have done so. Then e-mail, fax or deliver this form to the Aquarium for the Director's approval.

Contact Individuals:

Marylou Foley, Community Outreach Director (808) 440-9027 mfoley6@hawaii.edu

Leah Kissel, Live Exhibits Department (808) 923-9741 lkissel@hawaii.edu

Dr. Andrew Rossiter, Director (808) 440-9005 andrewro@hawaii.edu

PROPOSED VISIT DATE: _____ **TIME:** _____

*Production company: _____

*Contact name: _____

*Sponsoring Organization name (if different from above): _____

*Business address and phone _____

& other contact information _____

*Commercial or non-profit status: _____

*Brief Description of the project and its objectives (e.g. educational, commercial product, marketing):

*Expected target audience, air date(s), and projected scope of contract: _____

Guidelines for photo/film/video shoots:

- ▶ Schedule photo/film shoots at least one week in advance.
- ▶ A fee of \$200.00 will be assessed for commercial shoots unless otherwise noted.
- ▶ Photography/filming may not interfere with visitors' access to the exhibits and/or to programs, or with regularly scheduled programs, tours, or activities. Care must be taken that cameras, tripods and other gear do not pose trip hazards for visitors.
- ▶ Staff duties and work schedules must not be interfered with.
- ▶ Exhibit windows and graphics may be damaged by intense heat from photographic lights. A minimum distance of 18 inches (45 cm) is requested for intense light.
- ▶ Exhibits and marine life may not be manipulated or altered for the purposes of photos/filming. Staffing fees are charged for filming before or after visiting hours (9am-5pm). A site fee may be charged for commercial uses. The Waikiki Aquarium may request a copy of the finished product.

[] I have read and agree to comply with the above guidelines. Name & signature, below:

Requestor's Name (please print)

Requestor's signature

FOR WAIKĪKĪ AQUARIUM USE

Date request made: _____ **Taken by:** _____

Referred to **AR** **LE** **ED** **FM** **VS** **Mktg** **Other**

- Initial referral to AR _____
- Check with ED for potential program conflicts _____
- ED registers date and time in VISTA _____
- Confirm with Requestor _____
- VS notified if during business hours _____
- FM & LE notified if before- or after-hours _____
- FM & LE notified if filming in back areas _____

Guidelines Provided/Discussed with Film Crew:

By: _____ **On:** _____

On-site Facilitator: _____

Fees:

An appropriate site-use fee will be assessed: _____

Waived, at the Director's discretion: _____

Copy of product requested: _____

Shoot completed: _____ **Comments:** _____

REV 11/08