

THE GLASGOW SCHOOL OF ART

Filming, Photography and Journalist Tour Request Form

Part 1

Contact Details

(complete this section for **all** requests)

Date:
Name:
Name of organisation:
Contact Number:
Contact E-mail:

(Complete the following sections as necessary. Place an N/A at sections which are not relevant to your request)

Part 2

Filming

Purpose of Filming:
On which dates would you like to film?
How long do you require for filming and between what hours?
Crew and Equipment Details:
Do you require a recce prior to filming? Yes/No (delete as appropriate) If Yes, please give details:
In which areas of the GSA would you like to film?

Do you require any equipment (tables, chairs, etc)? Yes/No (delete as appropriate)

If yes please detail your requirements:

Please give details of any GSA interviewees (students, staff) involved in your film shoot or details of who you would like to speak to:

Please state any other requirements

Part 3

Journalist Visit Request/Tour

When will you be visiting?
What would you like to know about at the GSA/see as part of your tour?
Who would you like to speak to/interview for your story? (can give details rather than names)
NB: We can provide you with up-to-date press releases as well as background information

Part 4

Photography

When would you like to visit?

Would you like a formal tour of the building? Yes/No (delete as appropriate)

What particular aspects of the building would you like to photograph?

Do you want someone to be in your photographs? Yes/No (delete as appropriate). If yes, who would you like to be available?

Note: The GSA image bank at www.gsa.ac.uk has a selection of images including the front view of the Mackintosh Building, the library and more should you require additional images. These images are free for use with the appropriate photo credit.

If you have any other queries or requirements regarding either a filming, photography or tour request please detail these below:

Please submit all completed filming, photography and journalist visit request forms to the Press Office, The Glasgow School of Art.

Tel. +44 (0)141 566 1442, E-mail press@gsa.ac.uk, Fax +44 (0)141 566 1448

Please note that filming and photo access is permitted only when accompanied by a GSA representative.