



**Smithsonian Tropical Research Institute
Instituto Smithsonian de Investigaciones Tropicales**

REQUEST FOR WRITING, PHOTOGRAPHING, FILMING, OR VIDEOTAPING

THIS FORM IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT REPRESENT OR REPLACE ANY CONTRACT BETWEEN THE SMITHSONIAN AND THE PRODUCTION COMPANY.

The facilities and staff of the Smithsonian Tropical Research Institute ("STRI") will be made available to photography, film, video crews, or writers when the purpose of the project is educational and informational and the subject matter is demonstrably related to the Smithsonian's or STRI's mission and interests. Permission will not be granted when the photography, filming, videotaping, or writing is for advertising or promotional purposes, fund-raising, or of a partisan political nature.

No approval will be granted for commercial requests, and no arrangements may be made with Smithsonian staff, UNTIL AND UNLESS A SEPARATE WRITTEN AGREEMENT HAS BEEN SIGNED BY A STRI REPRESENTATIVE OF THE SMITHSONIAN CONTRACTING OFFICER.

It is Smithsonian policy that all arrangements and contact with the Smithsonian Tropical Research Institute staff be handled by the STRI Office of Communications and Public Programs only. Failure to abide by this policy could result in delays, additional fees, or denial of access to photograph, film, or videotape at STRI

Name (hereinafter "You"):

Address:

Title:

Company:

Phone:

Fax:

E-mail:

Date(s) you request:

Is billing information the same as above? If not, please list appropriate information below:

THIS FORM IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT REPRESENT OR REPLACE ANY CONTRACT BETWEEN THE SMITHSONIAN AND THE PRODUCTION COMPANY.

FILM PRODUCTION REQUESTS: If you have not already done so, please fax your treatment or script along with this form to advance the approval process-- Thank you!

The following questions must be completed prior to any photographing, filming, videotaping, or writing at STRI or of STRI staff in the scope of their employment.

1. What is the title, focus and purpose of the program/publication? Will the film focus on a specific animal or plant or a specific STRI project? If you intend to film/write on a facility at STRI (Barro Colorado, Bocas del Toro, Naos, Punta Culebra, Punta Galeta, etc), please describe your need. Note: Collecting or disturbance of animal or plant life at STRI research facilities and field sites is not allowed. Film crews should request with this application any assistance they require from STRI. This should be arranged prior to initiation of filming so as not to interfere with research activities or inconvenience resident scientists and staff.
2. How many people will visit STRI facilities and what are their roles?
3. Is there presently a treatment or script of the program?
4. How many minutes/pages will the completed program/publication run?
5. How many minutes of the completed program do you anticipate will comprise footage shot at STRI facilities and STRI staff?
6. We cannot guarantee that the amount of time you request is available for writing, filming or photography, however, how many days of photographing/filming/writing (including set up and removal of equipment) do you anticipate will be required? At which sites?
7. Do you require any special equipment for your filming (platform, diving equipment, boat)?
Note: Diving certification is required by STRI for members of film party who will be using SCUBA equipment.
8. What equipment will the crew bring? (Please indicate the number of lights and total wattage to be used.)
9. What organization(s) will be funding the project?

THIS FORM IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT REPRESENT OR REPLACE ANY CONTRACT BETWEEN THE SMITHSONIAN AND THE PRODUCTION COMPANY.

10. What company will be the distributor of the program/publication?
11. What is the scheduled air date or issue/publication date?
12. Who will own the copyright in the completed work?
13. What organization(s) will be receiving the program/article's gross and net proceeds?
14. Have you had any contact with Smithsonian staff prior to calling the Information Office? (If so, please indicate staff member(s) and any other pertinent information.)
15. What would STRI's involvement in the program/publication be? At what other Smithsonian locations do you intend to photograph, film, videotape, or write and for what purpose?
16. What special staff access or conditions will be required?
17. What other organizations will be involved in the program/publication, and what type of credit will they receive?
18. What is the anticipated use of the program/publication (i.e., describe the publication/product, the means of distribution including all languages, the number of copies to be made, the time/place/method of broadcast or distribution, etc.)?
19. What are the anticipated revenues from ALL uses of the program?