

Historic St. Mary's City Request to Video Record/Photograph

Please fill out the form completely. Write "NA" in sections which do not apply to you. The information will be used in evaluating your request and assisting the museum in anticipating all of your needs.

1. Request submitted by:

Name of Individual Coordinating the Project

Organization/Corporation Name

Address

City

State

Zip Code

Country

Telephone

Email

2. Name, address, and telephone number of organization undertaking video recording/photography if different from above:

3. Name of individual responsible for video recording/photography on site (provide address and telephone number if different from above):

4. Dates, times, and length of time video recording/photographing (circle type) will take place:

9. If electricity is required, answer the following:

Will you provide a power source? _____

If yes, describe the planned setup.

Will museum electricity be used? _____

If yes, how many amps and what voltage will be needed? (Note: Electrical power is very limited in many areas.)

10. Describe any plans for audio recording of narrative or dialogue. (Note: Background noise, including voices and interpretive activities cannot be abated during museum hours.)

11. How many people, including talent, will be in the crew?

12. Will space be required for costume changes, food service, etc.?

13. List any vendors or contractors who will be on museum property in connection with your production.

14. What assistance will you require of museum staff, such as buildings and grounds or interpretive staff? Be specific about number and type of staff, times needed, and services requested. At least four weeks' advance notice is required for any staffing needs. (Note: The museum reserves the right to have a staff liaison present at all times during filming, videotaping, and photography sessions.)

15. Do you plan any activities that include firing of guns or cannon, battle reenactments, ship sailing, livestock, filming from vehicles (including aircraft), pyrotechnics, or other extraordinary special effects or circumstances?

There is a no smoking policy in force at all times on the museum grounds and in the buildings.

SIGNATURE OF REQUESTOR

DATE

Submit to:

Director of Education,
Historic St. Mary's City
P.O. Box 39,
St. Mary's City, MD 20686
Education@HSMCdigshistory.org
Fax - (240) 895-4968