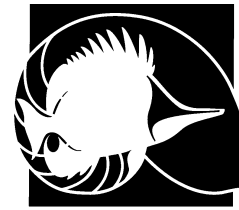


**Waikīkī Aquarium  
Application and Guidelines for  
On-Site Photo shoots, Filming & Media Visits**



Media representatives, photographers, film and video producers may apply to visit, photograph or film Waikīkī 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](mailto:mfoley6@hawaii.edu)  
Dr. Andrew Rossiter, Director (808) 440-9005 [andrewro@hawaii.edu](mailto: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 Waikīkī Aquarium may request a copy of the finished product.

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

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Requestor's Name (please print)

Requestor's signature

**FOR WAIKĪKĪ AQUARIUM USE**

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**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 04/12