



QUESTIONNAIRE FOR FILMING

Filming, set up or de-rig may not normally take place on Sunday, or during services or rehearsals on other days, unless they are the events being filmed or by specific arrangement.

Access will not therefore be available on any day before 08.40 and after 16.00 unless by specific agreement – which includes after-hours recording or filming. Recording for sound is not normally possible before 10.00 and after 16.00. This information is provided only as an indication, as events in the Cathedral may affect times when access for filming is possible. The Media & Communications Officer can advise on this at the time of enquiry (see below for contact details).

Please note that any arrangements to record or film the Cathedral Choir or Organ must be made with the Director of Music, may result in additional fees being applicable for professional musicians (normally using Equity standard rates), and in certain circumstances may require a separate agreement to be made.

Production Company full name & address	
Contact name & position	
Contact email & telephone	
Programme/film title	
Duration(eg ... x' eps)	
Type of programme/film (delete as applicable)	TV drama/documentary/dramatic reconstruction/news/religious/childrens/educational/ film/commercial or specify
Synopsis	
Presenter or host	
Cathedral staff to be interviewed or filmed	
Will you film or record the Cathedral Choir or Organ?	
Specify Territories to exploited	
Specify Rights to be exploited	
Principal Broadcaster & other financiers	
Live or pre-recorded	
Proposed location(s)	
Proposed access date(s) and times (incl recce, filming etc)	
Number of crew	
Number of cameras (handheld/tripod/dolly)	

Other equipment (lighting, tracks)	
Vehicles	
Parking required	
Electricity required	
Any props, effects or set dressing	
Other facilities required (eg changing rooms)	
Any other information	

When you have completed this form please return it by post email or fax to:

Simon Barwood,
Media & Communications,
Cathedral Office,
9, The Close,
WINCHESTER, Hampshire,
SO23 9LS.
Fax: 01962 857201
Email: simon.barwood@winchester-cathedral.org.uk

If approved, a draft location agreement will be issued, subject to any negotiations required on access, fees and costings, rights and permissions.

Please therefore note that completion of this application form does not imply the acceptance of any or all of these arrangements by the Cathedral.

The Dean and Chapter of Winchester – June 2012