

Photography/Filming Request Form

Requesting Organization	
Focal Point Name	
Focal Point Contact No.	
Purpose	

Details and Logistics			
<input type="checkbox"/> Photography	<input type="checkbox"/> Filming	<input type="checkbox"/> Both	Remarks <i>(for QSTP Comms)</i>
Date			
Time			
Requested Location(s)	<input type="checkbox"/> Tech 1 (indoor) <input type="checkbox"/> Tech 2 (indoor) <input type="checkbox"/> Innovation Center (indoor) <input type="checkbox"/> Podium area (outdoor)		
Is it a general footage only of QSTP?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
What is the storyboard or content of the project?			
How do you intend to use the project? (i.e. where/when to use it, in what way)			
List the names of crew and anyone attending the shoot (please provide ID copies for each):			
1. _____	6. _____		
2. _____	7. _____		
3. _____	8. _____		
4. _____	9. _____		
5. _____	10. _____		
List of equipment that will be used:			

Note: The film crew must ensure to include the QSTP logo in their footage when filming any of the tenants.

Thank you for your time. Please return this form to communications@qstp.org.qa and we would respond to you within two working days.

● ● ● ● **Terms & Conditions**

1. All QSTP pictures and footage shall be captioned (QSTP Premises in Doha, Qatar) or acknowledged through appropriate commentary.
2. Across all locations within QSTP, no furniture or equipment shall be moved, pushed around, or carried at all.
3. All electricity or fountains related issues/requests need to be raised at least one week before the date identified for filming/photography, otherwise requests shall not be accommodated.
4. A representative shall accompany the filming/photography crew from the relevant company at all times.
5. The company submitting the request shall be fully liable for any property damage, which occurs as a result of this filming/photography.
6. The company submitting the request confirms that the footage acquired during the filming shall not be used/shared for the benefit of any other company.
7. The company submitting the request shall share a copy of the film with QSTP Comms team for their records within one month from the date identified in the form for filming/photography. QSTP shall not use the film, without the prior approval of the requesting company.

Submitted by (name): _____

Signature: _____

Date: _____