

Media Request Form

Space Center Houston is a nonprofit, the Official Visitor Center of NASA Johnson Space Center, a Smithsonian Affiliate and a Certified Autism Center. Space Center Houston receives multiple requests for interviews, film and photo shoots. In order to protect the integrity of the center's mission and philosophy, the following information must be completed in order to consider the request. Completing this form does not guarantee acceptance of your request.

While working on stories at the center, if any additional center staff or resources are needed, fees may apply.

The video footage obtained of Space Center Houston's exhibits cannot be reproduced, altered, sold, or used for any other promotional purpose without written approval of Space Center Houston. Said usage of photography and recordings shall not be libelous, slanderous or derogatory in any manner of the Foundation, its museum, Space Center Houston, assigns or of NASA.

Failure to complete the entire form will delay the evaluation required. Please note the examples for the certificate of insurance and a signed Space Center Houston location agreement must be provided by email at least three business days prior to the filming date.

Based on what you're looking to do, the entire form may not apply to your company. To allow us to fully evaluate your request, please complete as much information as possible. Email the completed form to communications@spacecenter.org. We will provide feedback in two-three business days.

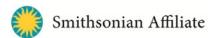
Today's Date:	Film/Shoot Date(s):(Day, Month/Date/Year)			
Name of Location Manager			(Day, Montr	n/Date/Year)
First Name:		Last Nam	e:	
Title/Role:				
Production company or publisher:				
Address:				
Street Suite Country:	City		State	Zip
Phone: Fax:			_	
E-mail: :				
Total hours of filming or shooting:		_(includes	s set-up and l	break-down)





Outlet Description

Radio Website Television Series Travel Music Video Documentary	Feature Film Commercial PSA Investigative Print Photography
Other:	
What are you looking to do a story about? Other:	Space Center Houston NASA Both
What is the story about? (Explain context or trea	atments and provide a link to similar story.)
Explain the audience of the program that will air	ir the story.
(Provide format, demographics, number of view	vers/listeners/readers and countries aired in.)
Is this a live broadcast?	Yes No No
Will it be available online?	Yes No
If applicable, what station(s) will broadcast this	production?
When will it air or be published?	
Month/Date/Year	
How will you promote this production or publication	ation via web, social media, advertising, etc?





How many people will view this story? (The audience reach of your organization.)			
Are any production crew me	embers foreign nationals that would be joining us onsite?		
Yes No	If yes, please list the countries:		
Please include a final version of the script or related copy for our review.			
The Space Center Houston Communications Department requests two copies of the final production for our archives.			
Location			
NOTE: Prior arrangements a	exterior of the Center are required for filming in the Starship Gallery (artifact hall). fragile artifacts, which may require special lighting. In some may be required.		
What would you like to film? To assist in developing the locations at Space Center Houston, you may review the <u>attractions</u> and <u>education programs</u> or visit spacecenter.org.			
Mission Mars exhibit Space Center Houston	☐ Astronaut Gallery☐ Independence Plaza☐		





Other filming requests:		
Would you like the lights on or off in the exhibit?	On 🗌	Off
Would you like the interactive units turned on in the exhibit? Please	On 🗌	Off
describe any alterations or stunts that your shoot requires.		
Set-Up Requirements		
A list of electrical and lighting requirements must be submitted at least before the film date. All equipment, including cables, lights, ladders, sprovided by the film/photo crew. Anytime electrical connections are Houston electrician must make these connections.	staging, etc.,	is to be
Do you require electricity?	Yes	No 🗌
What are your minimum power requirements?		
Do you require tables and or chairs? If so, quantity:		
Do you have any audio-visual needs?		
Do you need security for your production? If so, how many security of	fficers do yo	u need?
Do you need catering for your production?	Yes	No
Do you need a break room or green room?	Yes	No
Space Center Houston has many conference rooms for dining. Would you like to view any of them for your production's dining area?	Yes	No 🗌

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Film Crew/Staff/Equipment		
How many people will you bring? Each person will be required to sho		
Please list the type of equipment yo	ou will bring.	
Please provide the full names of the additional names on a separate she	-	or security reasons. Please add
1	4	
2	5	
3	6	
Insurance requirements		
NON-NEGOTIABLE. There are exhi	ibits in the Museum iibit. All general liabi	ONE MILLION U.S. DOLLARS. THIS IS that require additional insurance due lity insurance contracted for filming
		Primary and Non-Contr." Additional insured with respects to any and all
Certificate Holder		
Space Center Houston 1601 NASA Parkway Houston, TX 77058		
	· · ·	ed before the expiration date thereof, notice to the certificate holder named
Authorized Representative		
	_	ACORD CORPORATION 1999
Signature of Agent		

Email certificate of insurance to communications@spacecenter.org.

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