

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.

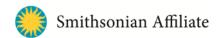
While working on stories at the center, if any additional center staff or resources are needed, fees may apply.

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):			
Name of Location Manager		(Day, Mon	th/Date/Year)	
First Name:	Last Name:_			
Title/Role:				
Production company or publisher:				
Address:				
Street Suit	e City	State	Zip	
Country:				
Phone:	Fax:			
E-mail: :				
Total hours of filming or shooting:	(includes se	(includes set-up and break-down)		



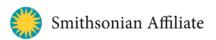


Outlet Description Radio Website Television Series Feature Film Commercial Music Video Documentary PSA Investigative Print Photography Travel Other: Space Center Houston NASA Both What are you looking to do a story about? Other: What is the story about? (Explain context or treatments and provide a link to similar story.) Explain the audience of the program that will air the story. (Provide format, demographics, number of viewers/listeners/readers and countries aired in.) Is this a live broadcast? Yes \square No \square 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 via web, social media, advertising, etc?





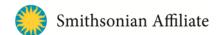
How many people will view this story? (The audience reach of your organization.)			
Are any production crew members foreign nationals that would be joining us onsite?			
Yes No If yes, please list the countries:			
Please include a final version of the script or related copy for our review.			
The Space Center Houston Communications Department requests two copies of the final production for our archives.			
Location			
Interior of the Center Exterior of the Center NOTE: Prior arrangements are required for filming in the Starship Gallery (artifact hall). Space Center Houston has fragile artifacts, which may require special lighting. In some cases, a curator's presence 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			





Other filming requests:		
Would you like the lights on or off in the exhibit?	On	
Would you like the interactive units turned on in the exhibit?	On 🗌	Off
Please describe any alterations or stunts that your shoot requires.		
Set-Up Requirements		
A list of electrical and lighting requirements must be submitted at le the film date. All equipment, including cables, lights, ladders, stagin film/photo crew. Anytime electrical connections are required, a Spar must make these connections.	g, etc., is to be pre	ovided by the
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	officers do you ne	eed?
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. Wor	uld you like to viev	v 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 show	
Please list the type of equipment yo	ou will bring.
Please provide the full names of the names on a separate sheet.	e production crew for security reasons. Please add additional
1	4
2	5
3	6
Insurance requirements	
NON-NEGOTIABLE. There are exh	will be no less than ONE MILLION U.S. DOLLARS. THIS IS nibits in the Museum that require additional insurance due to All general liability insurance contracted for filming at Space mat:
	General Liability is "Primary and Non-Contr." Additional listed as additional insured with respects to any and all work
Certificate Holder	
Space Center Houston 1601 NASA Parkway Houston, TX 77058	
	policies be cancelled before the expiration date thereof, the 60 days written notice to the certificate holder named to the left,
Authorized Representative	
Signature of Agent	ACORD CORPORATION 1999

Email certificate of insurance to communications@spacecenter.org.

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