



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

First Name: _____ Last Name: _____

Title/Role: _____

Production company or publisher: _____

Address: _____
Street Suite City State Zip

Country: _____

Phone: _____ Fax: _____

E-mail: : _____

Total hours of filming or shooting: _____ (includes set-up and break-down)





Media Inquiry Form

Outlet Description

Radio ☐ Website ☐ Television Series ☐ Feature Film ☐ Commercial ☐
Travel ☐ Music Video ☐ Documentary ☐ PSA ☐ Investigative ☐ Print Photography ☐

Other: _____

What are you looking to do a story about? Space Center Houston ☐ NASA ☐ Both ☐

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 ☐ 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 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 [attractions](#) and [education programs](#) or visit spacecenter.org.

Mission Mars exhibit ☐ Astronaut Gallery ☐ Starship Gallery ☐
Space Center Houston ☐ Independence Plaza ☐
exterior and T-38 jets



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? 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 least seven business days before the film date. All equipment, including cables, lights, ladders, staging, etc., is to be provided by the film/photo crew. Anytime electrical connections are required, a Space Center Houston electrician must make these connections.

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 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 ☐





Media Inquiry Form

Film Crew/Staff/Equipment

How many people will you bring? _____
Each person will be required to show a picture ID.

Please list the type of equipment you will bring.

Please provide the full names of the production crew for security reasons. Please add additional names on a separate sheet.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Insurance requirements

The minimum insurance for filming will be no less than ONE MILLION U.S. DOLLARS. THIS IS NON-NEGOTIABLE. There are exhibits in the Museum that require additional insurance due to the content in that particular exhibit. All general liability insurance contracted for filming at Space Center Houston must follow this format:

Job

Space Center Houston Film Shoot General Liability is "Primary and Non-Contr." Additional Insureds: Space Center Houston is listed as additional insured with respects to any and all work performed by the insured.

Certificate Holder

Space Center Houston
1601 NASA Parkway
Houston, TX 77058

Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will agree to mail 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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Smithsonian Affiliate