



**WALLACE COLLECTION FILMING REQUEST FORM**

Please complete this form in full and return to [press@wallacecollection.org](mailto:press@wallacecollection.org)

**PRODUCTION TITLE**

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**YOUR FULL NAME**

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**POSITION AND COMPANY NAME**

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**CONTACT DETAILS (PHONE NUMBER, EMAIL, ADDRESS)**

If you are based overseas, please state the country and include any international dialling codes

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**PRODUCTION DETAILS**

Please tell us the duration of the production, where it is going to be broadcast, when and how many times. Please tell us if you intend to produce DVDs.

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**HOW WILL THE WALLACE COLLECTION FEATURE IN THE PRODUCTION?**

Please explain the context within which the Wallace Collection will appear, and also give an estimate of how much time will be dedicated to the Wallace Collection.

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**WHEN WOULD YOU LIKE TO COME IN AND FILM?**

Please note the time restrictions outlined above. The Wallace Collection is extremely busy with out of opening hours events so is unable to guarantee it will be able to accommodate you at the times requested, so please outline first and second choice time options.

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**HOW LONG WOULD YOU LIKE TO FILM FOR?**

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**WHICH PAINTINGS/OBJECTS AND SPACES WOULD YOU LIKE TO FILM?**

Please be specific as possible in your answer, giving the name and location of the object(s) you would like to film where possible.

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**HAVE YOU ALREADY TALKED TO OR MET WITH ANYBODY AT THE WALLACE COLLECTION ABOUT THIS PROPOSED FILMING?**

If yes, please state who and what has been discussed.

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**DO YOU REQUIRE THE ASSISTANCE OF A CURATOR OR SPECIALIST?**

If yes, please state who you have in mind or the research area with which you need assistance. Any contact with curatorial staff should be organised through the Press Office in the first instance.

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**IF YOU DO REQUIRE THE ASSISTANCE OF A CURATOR OR SPECIALIST, WHAT QUESTIONS DO YOU INTEND TO ASK THEM?**

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**WHAT EQUIPMENT WILL YOU HAVE WITH YOU?**

Please list each piece.

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**WILL YOU NEED TO PLUG ANYTHING IN?**

All electrical items being brought into the Wallace Collection will require a copy of a valid PAT test certificate to be supplied to the Press Office in advance of filming.

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**HOW MANY CREW MEMBERS WILL YOU HAVE?**

Please include presenters, interviewees, crew, work experience students etc.

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**PLEASE LIST THE NAME AND CONTACT NUMBERS OF CREW MEMBERS**

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**WILL YOU REQUIRE A PARKING SPACE?**

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**IF YOU DO REQUIRE A PARKING SPACE, PLEASE PROVIDE VEHICLE MAKE,  
REGISTRATION AND DRIVERS NAME**

This is to enable us to check an appropriate space is available.

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**DO YOU HAVE ANY OTHER SPECIAL REQUIREMENTS OR REQUESTS WE NEED TO BE  
AWARE OF?**

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