



REQUEST FOR PHOTO/VIDEO SHOOT
(For UP Users*)

Date: _____

Check Applicable Category:

- UP Unit: _____
UP Faculty, REPS, Staff
Alumni

Name of Requesting Party: _____

Contact Information: _____

Purpose of Photo/Video Shoot: _____

Brief Description of Request: _____

Date/s and Time of Photo/Video Shoot: _____

Desired Locations for Photo/Video Shoot: _____

No. of Participants involved: _____

List of equipment/properties to be used, if any: _____

Prepared by (requester/representative): _____
Print Name Signature

Endorsed by (for Academic Purposes only): _____
Print Name (Dean / Unit Head) Signature

Please do not write anything beyond this point

For OVCCA Staff Assessment:

- Purpose of Shoot: Academic Commercial Personal
Type of Shoot: Income-generating Non-Profit

Please attach a photocopy of proof of connection:

- UP Student/Employee ID Contract of Service (recent)
UP Alumni ID / Diploma Appointment Paper

Action of the Vice Chancellor for Community Affairs:

- Approved Date of Approval: _____
Disapproved Reason: _____

DR. ALELI B. BAWAGAN
Vice Chancellor for Community Affairs

*UP Users include UP students and UP group of students; UP-accredited student organizations and foundations; UP faculty members, REPS, administrative staff; accredited University organizations (employees' and faculty unions, employees' cooperative); and alumni associations and organized groups of alumni.

PROCEDURES FOR PHOTO / VIDEO SHOOT IN UP DILIMAN

1. Submit duly accomplished form and applicable attachment(s) to the Office of the Vice Chancellor for Community Affairs (OVCCA) at least five (5) working days (except weekends and holidays) prior to the preferred date of activity;
2. Requests from UP students should be endorsed by the Office of Student Projects and Activities (OSPA) and Office of the Vice Chancellor for Student Affairs (OVCSA), if the activity/event is sponsored by a student organization; to be endorsed by the Dean, if the activity is sponsored by a college-based organization;
3. OVCCA staff will prepare the assessment of fees in accordance with the following rates:

UP Users*	FREE upon submission of <i>photocopy of proof of connection (e.g. UP ID, Diploma, Contract of Service, etc.)</i>	
Non-UP Users	₱ 3,146.00/hour	Photo Shoot, still shots
	₱ 13,068.00/hour	Film Shooting for Motion Picture and Television

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4. The requesting party is required to pay the applicable photo/video shoot fee to the designated Special Collecting Officer.

CONDITIONS FOR PHOTO SHOOT IN UP DILIMAN

1. Permits be shown to security personnel;
2. UP grounds, trees, plants, shrubs, art works, bench, lampposts, etc. shall not be removed/vandalized during the shoot. Any destruction of such shall be at the expense of the requesting party;
3. Specify areas to be requested. Oblation Plaza shall have a special permit approved by the Chancellor; and
4. Fee for the use of UP grounds shall be observed.