



## Canadian Museum of Nature Film & Photo Shoot Questionnaire

You can submit this form for approval in one of two ways:

- print it, fill out the information by hand, then fax or mail it to us
- or save it on your computer, complete it by typing into the fields, and then email it to us.

Send your completed questionnaire to

**Nathalie Boulet**

Supervisor, Facility Rentals

Canadian Museum of Nature

Tel.: 613.566.4713

Fax: 613.566.4798

Email: [nboulet@nature.ca](mailto:nboulet@nature.ca)

P.O. Box 3443, Str. D

Ottawa, ON K1P 6P4

Canada

### Part 1: Contact Information

<b>Contact</b>	
<b>Company</b>	
<b>Business Address</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>Email</b>	

### Part 2: Production Information

<b>Title of Production</b>	
<b>Type of Production</b> Please describe in detail and/or attach production information. Include nature of project, client, audience, etc.	



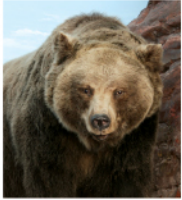
<p><b>Intended Distribution</b> Please specify if this production or project is intended for broadcast, educational use, print, etc. Provide details if available, including dates.</p>	
<p><b>Liability Insurance</b> Please confirm insurance. Note: We require an insurance certificate for a minimum of \$5 000 000 naming the Canadian Museum of Nature as “additional insured”.</p>	
<p><b>Credit</b> Please indicate how the Canadian Museum of Nature will be acknowledged in the production or project.</p>	

**Part 3: Location-Shoot Information**

<p><b>Number of Hours/Days Required</b> Include set-up and tear-down.</p>	
<p><b>Proposed Date(s)</b></p>	
<p><b>Location(s)</b></p>	
<p><b>Size and Description of Production Team</b> Note: Names of all on-site personnel will be required by museum security if shoot is approved.</p>	



<p><b>Schedule</b> Please indicate if team members will be arriving at different times.</p>	
<p><b>Equipment</b> Please provide details on the type of equipment to be used, including lighting specifications.</p>	
<p><b>Additional Tech</b> Please indicate if there is a requirement for any of the following:</p> <ul style="list-style-type: none"> <li>• turn off exhibition lighting and A/V</li> <li>• turn off ventilation</li> <li>• open exhibit cases</li> <li>• move objects (if permitted)</li> <li>• plug into the museum's electrical panel</li> <li>• use furniture or props</li> <li>• use special effects</li> </ul> <p>Note: All requests will be reviewed and additional fees may apply.</p>	
<p><b>Additional Spaces</b> Please indicate if access to other areas is required for crew meals, makeup, etc. Note: Only caterers from the approved museum list can provide food on-site.</p>	



<p><b>Museum Expert</b> Please indicate if a museum expert or spokesperson is required.</p>	
<p><b>Other Comments</b></p>	