

*August 2022*

## **University of Galway Marketing & Comms**

### **Guide for filming and TV production requests**

The University gets regular requests for access to campus for filming by production companies, news media, producers and TV stations, but also from our own academics and researchers.

The following is a brief guide to securing approval for filming which we hope will make the process faster and a little more seamless. 1. When making the initial request via [pressoffice@universityofgalway.ie](mailto:pressoffice@universityofgalway.ie) please include details of the production company, film crew, the TV programme the filming is for and the plans for broadcast, if available.

2. Please make sure full contact details for the production company are included.

3. A production company must provide a Cover Letter from their Insurance Company or Insurance Brokers confirming their Employers and Public Liability Insurance . A specific indemnity in favour of National University of Ireland Galway t/a University of Galway is required on the Public Liability Policy. Evidence of this indemnity must be provided in writing before insurance approval is given. Insurance must cover all aspects of filming, including drone use.

4. A filming schedule should be provided following the initial approvals, including known locations where filming is due to take place, and when.

5. UMT approval can then be sought for filming in the Quad. All other initial approvals can be secured through the Marketing and Communications Unit.

6. Marketing and Communications should also determine whether a risk assessment is required.

7. Please consider if space needs to be booked. If so, please consult the Marketing and Communications Unit and they can advise on how to request a booking.

8. Marketing and Communications can also request reserved parking spaces for the film/production crew.

Ends