



## FILMING AND PHOTOGRAPHY REQUESTS

All filming, photography and video activities at the A. B. Won Pat International Airport, Guam require advanced approval.

All persons or organizations that wish to carry out any filming, photography or video activities for commercial or not-for-profit purposes at the Guam International Airport must coordinate their request for authorization through the Airport Marketing Section. Requests must be submitted two weeks in advance via email at [marketing@guamairport.net](mailto:marketing@guamairport.net). You may contact the Marketing Section via telephone at (671) 642-4702/4652.

Airport tenants are required to advise the Airport Marketing Section of filming activities in their area two weeks in advance. Tenants shall only coordinate filming activities directly relevant to their companies/activities. Other purposes shall require GIAA approval.

Filming activities include:

- Media: television, press, etc. inquiries or filming activities for news shows and stock film for news shows.
- Commercial: filming activities that form part or all of television show or film, etc.
- Not-for-profit: filming activities for charitable organizations, student projects, etc.
- Miscellaneous: filming activities carried out by private parties, airlines/tenants, and other locally-based companies for their own use.

### PRE-REQUISITES

1. All persons or organizations are required to obtain a GIAA Business Permit.
2. Complete and submit a Business Permit Application to the Airport Permit Center (APC). Contact the APC via telephone at (671) 642-4697 or via fax at (671) 642-4693.
3. Provide a copy of certificate of insurance, listing GIAA as an additional insured, to the Business Permit Office.
4. Provide GIAA with the story line, script and/or scenario that will be filmed at the Airport in advance. Filming or photography must not portray the Airport in a negative light. The GIAA has the right to refuse any filming activity that depicts violence, drug use, or inappropriate scenes within the Airport.

5. Obtain written permission from Airport tenants and/or parties involved for use of their facilities (e.g. airline counters, tour group counters).
6. Provide a list of all filming and/or photography crew names, including staff, models, talent, and clients who will be present at and/or participate in the filming/photo shoot.

#### **GENERAL INFORMATION**

1. An escort is required at all times to escort film or photography crew while on Airport property.
2. If filming activities take place in a restricted/secured area:
  - Film or photography crew must be escorted by an employee with Escort Authority (EA) status and are not to leave escort;
  - Film or photography crew must be in possession of an escort badge which must be visibly displayed on their person at all times;
  - Film or photography crew and their equipment must pass through the Transportation Security Administration (TSA) Passenger Screening Checkpoint, which would include a wand search of the crew and a visual inspection of cameras and equipment.
3. Filming activities must not interrupt or disrupt normal Airport operations, including passenger flow.
4. Cover or tape down electrical wires in public traffic areas.
5. Ensure that all equipment is removed after completion of the shoot and that the property is left in the same condition as when entered upon.
6. The GIAA has the right to shut down filming activities for any reason at any time.

Fill out the [Request for Filming and Photography Form](#).

Should you have any questions, please contact the GIAA Marketing Section at [marketing@guamairport.net](mailto:marketing@guamairport.net) or at (671) 642-4702/4652.



## REQUEST FOR FILMING

Please complete the pdf-fillable form below and email to [marketing@guamairport.net](mailto:marketing@guamairport.net).

DATE OF REQUEST: \_\_\_\_\_

ORGANIZATION COMPANY: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

DATE OF FILMING: \_\_\_\_\_ TIME OF FILMING: \_\_\_\_\_

TYPE OF FILMING:             Still photos             Video

PURPOSE OF FILMING:			
AREA(S) OF FILMING:	PUBLIC SIDE	Specify location(s):	
	SECURED SIDE	Specify location(s):	
PRODUCTION NOTES:			
REQUIRED DOCUMENTS, ATTACHED:	<input type="checkbox"/> GIAA Business Permit <input type="checkbox"/> Story line, script, scenario	<input type="checkbox"/> Copy of certificate of insurance, listing GIAA as additional insured <input type="checkbox"/> Written permission from Airport tenant and/or parties involved for use of their facilities, if applicable	
<b>FILMING AND/OR PHOTOGRAPHY CREW.</b> Please list all crew members, staff, models, talent, and clients on the attached form.			

**FILMING AND/OR PHOTOGRAPHY CREW. List all crew members, staff, models, talent, and clients below.**

	LAST NAME	FIRST NAME	M.I.	TITLE	TYPE OF I.D. (Driver's license, Guam I.D., passport, other)	I.D. NUMBER
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						