PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

GUIDELINES ON PRE-NUPTIAL, PRE-DEBUT, AND OTHER LOCATION SHOOT

1. All requests must be in writing and must be submitted three (3) weeks before the scheduled photo shoot. Letter must be addressed to the Head of the Agency Director-General Jeremy R. Barns.
2. Upon approval, accomplished application and guidelines agreement forms shall be submitted to Museum Services Division (MSD).
3. An applicable location fee of P5,000.00 shall be paid to the NMP's Cash Section in cash or online bank transfer.
   a. For bank transfer, payment shall be sent to the following details:

Account Name:	National Museum Income Fund
Account Number:	0012-1184-30
Servicing Bank:	Landbank of the Philippines – Intramuros Branch

   b. Issuance of Official Receipt is two (2) days upon submission of the original Deposit Slip or receipt of Transfer Confirmation Email from bank.
4. Other payment options are Manager's Check, Cashier's Check or Money Order payable to the National Museum Income Fund.
5. Photo shoots must be done on Monday within office hours from 10:00am - 3:00pm.
6. Photo shoots must be done within the allowed designated areas only. This include the National Museum of Fine Arts, National Museum of Anthropology, and National Museum of Natural History buildings' facade, lobby, public staircase, and courtyard.
7. Maximum number of allowed media staff inside the NMP premises is six (6) including the couple/debutant.
8. The exhibition areas and museum collections are strictly restricted.
9. Bringing in of heavy equipment are not allowed inside the NMP premises.
10. Bringing in of props is not allowed.
11. Use of the NMP electricity is not allowed.
12. Food and drinks are not allowed inside the NMP premises.
13. Aerial/drone photography is strictly not allowed as part of the museum's security protocols.
14. No holding/dressing room shall be provided to the clients. Make-up, retouch and/or costume change shall be done in the restrooms.
15. The NMP shall be properly acknowledged upon publishing of photos in print and digital media.
16. All photos taken during the shoot shall be solely used with the agreed and approved purpose/s. Use for other purposes shall require another request for approval and arrangements.
17. Only the names listed on the filled-up form accomplished by the client will be allowed entry to the museum. The NMP reserves the right to refuse entry to any visitor as it deems necessary.
18. Cancellation of request must be made three (3) days before the schedule of shoot and rescheduled date must be applied at least three (3) days before the new preferred date, subject for approval of the management.
19. For requests coming from the NMP regional, area, and site museums, the Regional Administration and Operations Division (RAOD) shall coordinate with the Museum Services Division for the processing and arrangement of shoots.

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GENERAL REMINDERS AND PROHIBITIONS UNDER THE NEW NORMAL

1. Wearing of face mask and voluntary but is highly encouraged, especially to elderly individuals with comorbidities, immunocompromised individuals, pregnant women, and symptomatic individuals.

2. Only those who are fully vaccinated are allowed inside the museum. Proof of full vaccination (card or certificate) must be presented upon entry of the museum premises.

3. Minimum Public Health Standard such as physical distancing, frequent hand washing, and practice of good hygiene must be observed at all times while inside the museum.

JEREMY BARNS
Director-General

CONFORME:

_____
Signature over Printed Name

Name of Company:
Date :
Contact No.:

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