



Request for TV tapings, radio recordings or photographs at a Saturn store

Ladies and gentlemen,

Please understand that we are interested in knowing the exact reason for any tapings, recordings and/or photo shoots that take place in our stores. Before we can give you permission to any such activity, we would like to ask you to complete this questionnaire and fax it to the number **+49 (841) 634-2478**.

Last name:	First name:	
Telephone:	E-mail:	
Company/medium:	Address:	
Fixed employment	Freelance	Name of format:
Title:	Date of broadcast/publication:	

What type of recording/shoot is involved?

TV	Radio	Photographs	Online
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Which store would you prefer for the shooting?

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**When do you want to tape/record/take photographs (date, time)?
How long will this probably take?**

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How many persons are in your team (please specify their functions)?

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Please describe the subject matter and content of the report/feature in detail. What are the scenes being taped/recorded/photographed in our store about?

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Is there a special reason for your report/feature?

No	Yes	If yes, what is it?
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Are you taping/recording/taking photographs involving the same subject matter at other companies?

No	Yes	If yes, which companies?
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Are you interviewing other spokespersons?

No	Yes	If yes, which spokespersons?
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Is the material intended to illustrate a report/feature about Saturn?

Yes	No
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**Are you only intending to film/take photographs of our products?
Does Saturn simply provide a suitable setting because of its range of products?**

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Will sales scenes be re-enacted using actors that you bring with you?

Yes	No
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Will scenes be included that are taken with a hidden camera?

Yes	No
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Are interviews with employees or customers planned?

Yes, with customers	Yes, with employees	No
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If yes, what questions do you want to ask?

If granted a filming permit by Saturn, the following conditions apply:

- The footage taken may be used only once and solely for the purpose indicated above.
- The footage taken may not be used again or for any other purpose than that specified above without the prior written consent of Saturn Corporate Communications.
- The features etc. created from the footage must be clearly labelled and archived in order to preclude their unauthorized use.
- The footage taken may not be passed on to third parties or used for any other purpose apart from that approved without the prior written consent of Saturn Corporate Communications. If the footage produced is passed on to a contracting television station as part of a completed feature, any isolated usage of the footage outside the feature shall require the prior written consent of Saturn Corporate Communications.
- If any interviews are conducted with customers or employees during filming, you shall be responsible for obtaining and documenting consent from those concerned to their inclusion in the footage.
- When you are filming on our business premises, you shall be liable for any loss or damage caused by you to us, our employees, customers or any other third parties, and agree to indemnify Saturn on first demand from any such third-party claims.
- Saturn merely provides you with a filming location and has no influence on your coverage. Therefore, should your coverage violate any third-party rights, causing the third parties concerned to seek redress from Saturn, you agree to indemnify Saturn on first demand from any such claims.

By signing below, I agree to the above conditions.

Place, date Signature

Thank you for your cooperation.

Saturn Corporate Communications
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 E-mail: presse@saturn.com