



## **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. 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.
18. 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.



Please note that currently, the NMP is following the IATF health and safety directives under the government prescribed community quarantine and restrictions (see accompanying additional guidelines).

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### **GENERAL REMINDERS AND PROHIBITIONS UNDER THE NEW NORMAL**

1. Wearing of face mask at all times is mandatory. **“NO FACE MASK, NO ENTRY POLICY”** to the museum will be implemented. Wearing of face shield is voluntary.
2. Mandatory temperature check at all entry points will be conducted. The NMP guard on-duty will check body temperature of guests with a thermal scanner before entry. Guests with a temperature of more than 37.5 degrees centigrade as well as guests who have cough, colds, shortness of breath, and other symptoms related to COVID19, shall not be allowed entry in the museum and shall be recommended to proceed to the nearest clinic or hospital.
3. 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.
4. 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.
5. Physical distancing must be observed at all times at least 1-meter distance between and among those visitors while inside the museum.

**JEREMY BARNS**  
Director-General

### **CONFORME:**

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Signature over Printed Name

Name of Company:

Date :

Contact No.: