# **Broadcast quality and archival audiovisual materials External Request Form**

## 1. Requestor Information

Please check the applicable category and provide contact details:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Individual |  | Company |  | Organization |  | Institution |  | Other |

|  |  |
| --- | --- |
| Date of Request: |  |
| Requestor Name: |  |
| Organizational Affiliation: |  |
| Address 1: |  |
| Address 2: |  |
| City/Town: |  |
| State/Province: |  |
| Postal/Zip code: |  |
| Country: |  |

|  |  |
| --- | --- |
| Contact Person (if different from Requestor Name): |  |
| Telephone No: |  |
| Email Address: |  |

## 2. Audiovisual Materials Request

Please identify all the UNFCCC audiovisual materials being requested and provide details of your request (information on each of the material requested needs to be provided, add more pages if necessary):

|  |  |
| --- | --- |
| Title of UNFCCC Recording: |  |
| Type of Recording (Audio or Video): |  |
| Creator(s) Name: |  |
| Date and time of recording: |  |
| Meeting Room of recording: |  |

|  |  |  |
| --- | --- | --- |
| Delivery format of footage: |  |  |
| Number of copies of footage: |  |  |
| Shipping requirements: |  |  |

## 3. Proposed Usage

Please choose between option 1 and 2 and provide details of the proposed usage of the audiovisual material(s) requested:

1. Option 1: Use of UNFCCC audiovisual material(s) shall be for personal or educational purposes only

|  |  |
| --- | --- |
| Purpose of use: |  |
| Details on the envisaged video, film, presentation, multimedia work or any other end product using the material(s) (*please specify)production* |  |

1. Option 2: UNFCCC audiovisual material(s) will be used in a video, film or multimedia production which will be for commercial distribution (e.g., broadcast, theatrical release and/or video on demand).

|  |  |
| --- | --- |
| Production Title: |  |
| Production Company: |  |
| Brief description of the Production: |  |
| Scheduled date for completion of the Production: |  |
| Distribution Format (e.g., DVD, Internet streaming, broadcast, feature film etc.): |  |
| Distribution Rights (e.g., local, national, international): |  |
| Scheduled date for distribution of the Production: |  |

## **4. Contact**

Please email the completed form to your media contact at the UNFCCC, or in the absence of a contact person, email the completed form to the UNFCCC Records Management team: [rm-team@unfccc.int](mailto:rm-team@unfccc.int).

If you have general questions about using broadcast and archival audiovisual materials, please contact the UNFCCC Records Management team: +49.228.815.1801