

Terms and Conditions for Requesting

1. The requesting party is not guaranteed any action on requests filed less than the timetable prescribed below. It is required for the Client to submit a hard copy of the request to the office to avoid excuses due to operating system glitches online.

REQUEST	Number of Weeks
• Audio Visual Production	5 weeks
• Coverage	2 weeks
• Creatives	4 weeks
• Hosting	2 weeks
• Production Design	6 weeks
• Scriptwriting	2 weeks
• Stage Management	3 weeks
• Technical Direction	3 weeks

2. The GMG VP-Externals or VP-Internals shall contact the Client for a feasibility meeting if there is no conflict in GMG's schedule. Details of the event and the requested services will be the agenda for the meeting. *A feasibility meeting does not guarantee a granted request.*

3. The requesting party must have only one (1) contact person who is involved and knows everything about the arrangements made within the feasibility meeting. If ever another person is assigned to attend the feasibility meeting, the assigned person shall take responsibility in making sure that what was discussed during the meeting will be communicated to the contact person. If the request is granted, arrangements made within the feasibility meeting will have to be strictly followed.

4. Requests should be followed up after five (5) working days from the Green Media Group. Requests received on Monday morning shall have its status confirmed Friday afternoon; requests received Monday afternoon shall be confirmed Monday morning. This is to give time for the feasibility meeting.

5. The requesting group can only make last minute changes and/or requests at least three (3) days before the date of performance.

- In case(s) where there are changes (i.e. time and venue), postponement or cancellation, the VP-Externals or VP-Internals should be informed with a written letter at least three (3) days before the event. If this is not complied with, GMG has the option to automatically dismiss the request. In cases where the new time is in conflict with a granted service request, the initial commitment will be given priority.
- In case(s) of special request(s) which comply with the time requirement, GMG still has the option not to grant these requests.
- In case(s) of fortuitous events (e.g. typhoon or earthquake), kindly inform the VP-Externals or VP-Internals as soon as possible, together with a letter of intent to re-schedule a request. In cases where the new time is in conflict with a granted service request, the initial commitment will be given priority.

6. For video coverage for an event, the client should specify and include in his request if he/she would require the editing of the raw footage (Check Video editing box under Audio Visual Productions Services). Without said request, the Green Media Group will only provide the client with the raw footage.

7. For additional requests, the client should file another request form separate from the previous request form.

8. Special Requests – Acceptance of such will be up to the Green Media Group's discretion, and will be considered pending, until approval is given with regard the availability of pool members and the weight and reasonability of the request. All requests should be coursed to the Culture and Arts Office (CAO). *Requests coursed outside the office's procedures will not be honored by CAO. The office will not take any responsibility towards the Green Media Group or the Client.*

9. A GMG Service Package is provided to all service requests internally and externally. It is created to safeguard both the Group and the Client's welfare in every production. This will be discussed further during the feasibility meeting.

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS STATED HEREWITH, AND HEREBY CONFIRM THE SUBMISSION OF THIS REQUEST TO THE GREEN MEDIA GROUP.

Signature over Printed Name of Requesting Person

Signature over Printed Name of Requesting Groups' Trainer

