



Thank you for your interest in **Skylon Tower**. In order to apply for media assistance, we ask that you fill out the following Film Assistance Form and submit for review. Film collaborations will be considered only from mid-October through to mid-May.

Due to the overwhelming number of requests we receive, only approved requests will be notified via telephone or email.

Please note the following policies and restrictions:

**POLICIES:**

1. Requests must be submitted **2** weeks in advance to allow for necessary arrangements.
2. Skylon Tower must receive a legible copy of any article or broadcast tapes that result in your assisted visit to the facility. Failure to do so may result in refusal of future assistance.
3. All photography published and film segments broadcast require credits to Skylon Tower.
4. Equipment required for photography/filming must be cleared prior to arrival.
5. Requesting parties must be able to produce press credentials verifying their association with a legitimate media outlet.
6. In the occurrence of Skylon guests appearing in photos or on film; legal personal release forms must be provided by the requesting parties and signed by guests stating their willingness to participate.
7. We request that your company acknowledge Skylon Tower will be portrayed in a positive manner in writing (see under Journalists Story Goals below).
8. Media and crew will be required to sign Skylon Tower's general release form which will be provided on the day of the photo shoot or filming.

**RESTRICTIONS:**

1. Skylon Tower cannot guarantee availability during times of higher business volumes (i.e. Peak season, weekends, holidays).
2. Skylon Tower does not offer assistance for personal traveling companions.
3. In order to minimize the disruption to our regular service; we do not permit filming of our guests while they are dining.
4. Only handheld cameras are permitted in our Revolving Dining Room and Summit Suite Buffet restaurants.
5. Tripods, spotlights, additional lighting and cables are not permitted in the Revolving Dining Room, Summit Suite Buffet and Observation levels.



## MEDIA ASSISTANCE FORM (FILMING)

### TRAVEL DATES:

Requested Date of Visit:	
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### JOURNALIST INFORMATION:

Full Name:	
Full Address:	
Phone:	
Cell Phone:	
Email:	
Emergency Contact:	
Have you (or your company) visited Skylon Tower before:	
Area of focus at Skylon Tower (Observation, dining, 3D/4D theatre):	
Type of equipment being used:	
# of Working Media (staff):	

### MEDIA OUTLET INFORMATION:

Media Outlet Name:	
Journalist's Title:	
Media Type:	
Audience Demographic:	
Publication Type:	
Distribution:	
Outlet Website:	
Website Page Views/Month:	
Website Unique Visitors/Month:	



**SOCIAL MEDIA:**

<b>Social Media Platform</b>	<b>Followers/Likes</b>	<b>Anticipated Coverage</b>
Facebook		
Twitter		
Instagram		
Pinterest		
Youtube		
Other Platforms		

**ANTICIPATED RESULTS:**

<b>Publication date:</b>	
<b>Expected coverage results:</b>	

**JOURNALIST STORY GOALS:**

<b>What is your story's focus:</b>	
<b>How will Skylon Tower be featured in your story:</b>	
<b>Skylon Tower will be portrayed in a positive manner (please provide initials in adjacent box)</b>	

<b>Date Request Submitted:</b>	
<b>Applicant Signature:</b>	

**Please Submit Form to:**

Skylon Tower  
Group Sales Department  
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Canada L2G 2A3  
[groupsales@skylon.com](mailto:groupsales@skylon.com)  
Fax: 905-356-8699