

## Media Request

Space Center Houston operates as a nonprofit organization and serves as the Official Visitor Center of NASA Johnson Space Center. To uphold the center's mission and principles, interested parties must fill out the information provided to have their request considered. If you would like to tour Space Center Houston or NASA Johnson Space Center, requests must be submitted on the Media Request Form **three (3) weeks prior** to the visitation and/or interview date. Private Tram Tours of the NASA Johnson Space Center campus are available from 9:00 a.m. to 10:40 a.m. for tour requests submitted after or within the three-week period.

→ Please note that completing this form does not ensure automatic acceptance of the request.

### Video Requirements

The video footage obtained of Space Center Houston's exhibits cannot be reproduced, altered, sold, or used for any other promotional purpose without written approval of Space Center Houston. Said usage of photography and recordings shall not be libelous, slanderous, or derogatory in any manner of the Foundation, its museum, Space Center Houston, or of NASA. Failure to complete the entire form will delay the evaluation required.

→ Please note the certificate of insurance and a signed Space Center Houston location agreement must be provided by email at least three (3) business days prior to the filming date.

### Scouting Opportunity and More

**Scouting NASA Johnson Space Center facilities before the date of a visitation is not allowed.** However, interested parties may scout Space Center Houston. Space Center Houston may require on-site security, tour guides and drivers while hosting guests at the NASA Johnson Space Center campus. Fees may apply if any additional center staff or resources are needed.



## Important Reminders

### Hours of Operation

Space Center Houston allows filming **before** or **after** operating hours. Please visit Hours of Operation - Space Center Houston for more information on our current operating hours.

### Upon Completion

The entire form may not apply to your company or request. To allow us to fully evaluate your request, please complete as much information as possible. Email the completed form to [communications@spacecenter.org](mailto:communications@spacecenter.org).

# Media Request Form



## Contact Information

Requestor(s) (First, Last and Title)

Phone \_\_\_\_\_ Email \_\_\_\_\_

Outlet/Publication Name

Submission Date (Today's Date) \_\_\_\_\_ Film/Shoot Date \_\_\_\_\_ Desired Scouting Date(s) \_\_\_\_\_

Production Deadline \_\_\_\_\_ Expected Publication/Broadcast Date \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_ Total Hours of Production (includes set-up and break-down) \_\_\_\_\_ minutes/hours

Media visits are currently limited to five (5) staff members. Please list the name and title of on-site staff member(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Are any production members Foreign Nationals? If yes, please list names and countries:

- Yes  No
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Publication Information

Industry:  Radio  Print  Digital  Television  Commercial  Documentary  PSA

Please provide a description of the story angle/production. Attach the production script with this completed form in your email.

\_\_\_\_\_

Briefly explain your outlet/publication's audience viewership and/or reach:

\_\_\_\_\_

Is this a live broadcast?  Yes  No

Will the story be available online?  Yes  No

URL or Social Media Contact \_\_\_\_\_

How are you planning to market this project?  
via website, social media, advertising, etc.

\_\_\_\_\_

# Media Request Form cont.



## Production Details

Preferred filming location:  Space Center Houston  NASA Johnson Space Center  Both

Are you interested in interviewing a specific spokesperson?  Yes  No

If yes, please list their name and title: \_\_\_\_\_

**Please provide interview questions prior to the shoot date.**

Will the story include a direct link to Space Center Houston?  Yes  No

Will access to the story/production be provided prior to the publish/air date for review?  Yes  No

Will this story/production be featured across social media? If yes, please list handles below:  Yes  No

Facebook \_\_\_\_\_  Instagram \_\_\_\_\_

Pinterest \_\_\_\_\_  Threads \_\_\_\_\_

TikTok \_\_\_\_\_  Twitter (X) \_\_\_\_\_

Youtube \_\_\_\_\_

What will the production include?  Standing  Sitting  Walk-Through  Teleconferencing

Please select additional production needs:  Chairs  Tables  Extension Cords  Outlet Plugs  Other (list below)

Space Center Houston's exhibit spaces will have stage lighting and ambient sound to ensure guests are immersed in their visit. Would production prefer to disable these features?

Yes  No

Please provide a full list of equipment you plan to have on-site (limitations may apply):

## Additional Resources

Space Center Houston's Exhibit Spaces | Exhibits and Experiences - Space Center Houston

Space Center Houston's Conference Rooms | Venue Information - Space Center Houston

NASA Johnson Space Center Touring Facilities

- Regular Tram Tour Locations Include:
- George W.S. Abbey Rocket Park
  - Historic Mission Operation Control Room
  - Astronaut Training Facility

- NASA VIP Tours are limited to 10 people and include:
- Crew Systems Laboratory
  - Shuttle Avionics Integration Laboratory
  - Apollo Mission Control Center
  - ISS Mission Control
  - Jake Garn Simulation and Training Facility
  - Astronaut Training Facility
  - Neutral Buoyancy Laboratory (NBL)

NASA VIP Tours cannot be altered. On-floor access is granted, but limitations may apply.

## Certificate of Insurance and Location of Agreement

The minimum insurance for filming will be no less than **one million dollars. This is non-negotiable.** There are exhibits in the museum that require additional insurance due to the content in that particular exhibit. All general liability insurance contracted for filming at Space Center Houston must follow this format:

### Job

Space Center Houston Film Shoot General Liability is "Primary and Non-Contr." Additional Insureds: Space Center Houston is listed as additional insured with respect to any and all work performed by the insured.

Certificate Holder  
Space Center Houston  
1601 NASA Parkway  
Houston, TX 77058

### **Cancellation**

Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will agree to mail 60 days (about 2 months) written notice to the certificate holder named to the left.

Authorized Representative

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Signature of Agent

ACORD CORPORATION 1999

→ Please send the completed form and certificate of insurance to:  
[communications@spacecenter.org](mailto:communications@spacecenter.org)