



Media Request Form

ABOUT THIS FORM:

Thank you for your interest in Khora. This form allows us to understand the details of your media request as well as the intended output. Please note that the completion and submission of this media request form does not automatically ensure your request will be granted. In accordance with Khora's consensus-based approach to decision making, every media request is taken to one of our weekly general meetings for consideration. Therefore, the more detail you can provide in this form, the more efficiently and quickly we can respond.

IMPORTANT INFORMATION:

Please be aware that Khora's top priority is the welfare and identity protection of everyone who comes to our spaces. In addition, we aim to maintain a safe and relaxed environment as respite from the often difficult living conditions and precarious political status of those who use and/or volunteer in our spaces. We must consider the effects of the presence of journalists and/or any recording at our spaces so as not to compromise the trust of the communities with whom we work or our ability to continue our projects. Therefore, **you will not be able to film the faces of any participants at any of our sites, even in the background, without express prior written permission from them.**

By filling in the form below, you are agreeing to adhere to this strict code of conduct. Thank-you again for your interest in Khora and we appreciate your compliance to ensure the safety of everyone at the organisation.

Main Contact Person:

Name:	
Phone:	
Email:	

Company Details:

Production company:	
Website:	
Social media handles:	
If you are producing for a client or broadcaster, please state which:	

Media Details:

Please give us a short description of your project, (e.g. radio documentary, short film, tv documentary, charity promo, etc):	
Please explain the purpose of your project (to promote the work of Khora, to highlight refugee issues, etc):	

<p>Please give details on how and where the project will be shown (e.g. instagram, youtube, TV, your organisation's website and social media, etc):</p>	
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Participant Requirements:

<p>Would you like to interview people, if so - who?</p>	
<p>Which Khora sites / locations would you like to visit?</p>	
<p>Which Khora activities would you like to record?</p>	
<p>What type of recordings (audio, video)?</p>	

Should we deem your conduct around participants inappropriate, reckless or negligent at any time we reserve the right to terminate media partnership immediately and without notice.

Date:	
Signed:	
Print Name:	
Role:	