CITY OF SAN FERNANDO, PAMPANGA, PHILIPPINES

Giant Lantern Festival 2019 on December 14 at Robinsons Starmills

Media Accreditation Guidelines and Application Form

1. MEDIA ENTITIES ARE REQUIRED TO REGISTER AND BE ACCREDITED BY THE GIANT LANTERN FESTIVAL 2019 MEDIA COMMITTEE THRU THE CITY INFORMATION OFFICE. DEADLINE FOR THE SUBMISSION OF THE MEDIA ACCREDITATION FORM IS ON DECEMBER 9, 2019. ALSO, THERE WILL BE AN ONSITE REGISTRATION FROM 8:00 AM TO 12:00 NOON ONLY ON DECEMBER 14, 2019.

2. ACCREDITED MEDIA ENTITIES WILL BE PROVIDED WITH THE OFFICIAL EVENT IDS. THESE IDS SHOULD BE VISIBLY WORN AT ALL TIMES DURING THE EVENT.

3. A MEDIA LIASON FROM THE CITY INFORMATION OFFICE WILL BE IN-CHARGE OF ACCREDITED MEDIA ENTITIES ON THE COMPETITION DAY.

4. THE PURPOSE FOR THE ACCREDITATION IS FOR COVERAGE PURPOSES ONLY. A MAXIMUM OF 4 PEOPLE PER MEDIA ENTITY AND 2 VEHICLES WILL BE ALLOWED. THERE WILL BE A DESIGNATED PARKING AREA FOR THE VEHICLES.

5. OB VANS MUST BE IN THE DESIGNATED PARKING AREA NOT LATER THAN 2:00 PM. LATE COMERS SHALL NOT BE ALLOWED TO ENTER.

6. MEDIA COVERAGE IS ALLOWED BEFORE THE COMPETITION DATE OF THE GIANT LANTERN FESTIVAL. PARTICIPATING BARANGAYS CAN BE VISITED BY THE MEDIA ENTITIES FOR INTERVIEWS, NEWS STORIES, RECORDING OF VIDEOS. HOWEVER, IT IS THE SOLE DISCRETION OF THE PARTICIPATING BARANGAYS WHETHER TO LIGHT UP THEIR ENTRY BEFORE THE COMPETITION DAY FOR COVERAGE PURPOSES.

7. MEDIA COVERAGE IS ALLOWED ON THE COMPETITION DATE. HOWEVER, THE GIANT LANTERN ARE NOT TO BE TURNED ON UNTIL THE PROGRAM PROPER.

8. MEDIA ENTITIES CAN DO LIVE NEWS REPORTS ON THE PROGRAM DURING THE 1ST, 2ND, AND 3RD ROUNDS FOR A MAXIMUM OF FIVE MINUTES. PROVIDED, HOWEVER, THAT THE LIVE NEWS REPORTS ARE DONE ON THE DESIGNATED AREA AND SHOULD NOT INTERFERE NOR DISTURB THE PROGRAM AND THE AUDIENCE.

9. NEWS LIVE REPORTING WILL BE EXECUTED ONLY FROM THE LOCATION DESIGNATED BY THE GIANT LANTERN FESTIVAL COMMITTEE. ESTABLISHMENT OF A LIVE SETUP IS ON A FIRST COME, FIRST SERVE BASIS TO ACCREDITED MEDIA.

10. ANY COVERAGE ACTIVITY WHICH INCLUDES CAMERAMEN ROAMING AROUND THE FESTIVAL AREA TO RECORD VIDEOS SHOULD NOT INTERFERE WITH THE LIVE COVERAGE OF THE EXCLUSIVE LIVE MEDIA PARTNER OF THE GIANT LANTERN FESTIVAL.

11. MEDIA ENTITIES ARE NOT ALLOWED TO BE NEAR WITHIN 17 METERS OF THE GIANT LANTERN STAGING AREA. ONLY AUTHORIZED LANTERN OPERATORS AND PARTICIPATING GIANT LANTERN WILL BE ALLOWED.

12. A DESIGNATED MEDIA CENTER LOCATED NEAR THE STAGE IS THE ONLY AREA FOR INTERVIEWS OF OFFICIALS AND GUESTS. INTERVIEWS MUST BE DONE BEFORE OR AFTER THE EVENT.

13. THE USE OF DRONES IS PROHIBITED EXCEPT FOR THE CITY INFORMATION OFFICE.

14. SUCCEEDING MEDIA COVERAGE FROM DECEMBER 15 TO JANUARY 1, 2020 SHOULD BE COORDINATED WITH THE CSFP CITY INFORMATION OFFICE.

CONFORME:

NAME AND SIGNATURE OF MEDIA ENTITY

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**MEDIA ACCREDITATION FORM**

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**Complete Name:**

(_________)(_________)(_________)

(Last) (First) (MI)

**Affiliation:**

(Name of agency/organization/company)

**Position:**

(Designation)

**Type of Coverage:** [ ] Photo [ ] TV/Video [ ] Print [ ] Radio [ ] Web (Site: ______________________)

**Office Phone No:** ___________ **Mobile Number:** ___________ **Email:** ___________

**Expected date of arrival in San Fernando (for non Locals):**

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**Assistance needed (if any):**

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**Signature of the head of agency/organization:**

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Please attach two (2) pieces 1x1 photos

Deadline of submission: December 9, 2019

Submit this form personally at the City Information Office, 1F Heroes Hall Building, San Juan, City of San Fernando, Pampanga or at the City Tourism Office, 1F City Hall Building, Sto. Rosario, City of San Fernando, Pampanga.

Download this form via www.cityofsanfernando.gov.ph