



AMERICAN BATTLE
MONUMENTS COMMISSION

PUBLIC AFFAIRS OFFICE

FILM/PHOTOGRAPHY/DRONE REQUEST

(Please complete this form in English)

The conditions below govern filming and photography by commercial production companies and individuals (“applicant”) for purposes other than news media coverage or breaking news at cemeteries and memorials managed by the American Battle Monuments Commission (ABMC). Permission to film, use a drone or take photographs at an ABMC cemetery or memorial is subject to the ABMC Public Affairs Office’s review and approval of the completed form, the required supporting documents as specified below, as well as an email validating/acknowledging that the applicant understands and accepts all stated conditions. As part of the agreement, ABMC will have to get a script or at least a summary giving enough details for ABMC to approve or decline the request. If this request is approved, film crews and photographers must check-in with the ABMC public affairs representative or ABMC representative prior to any filming or photography.

The application and documentation must be emailed to FilmRequest@ABMC.gov. **Please allow 10 business days for processing.** Should you have any questions, **please email us at** FilmRequest@ABMC.gov.

ABMC is an agency of the executive branch of the federal government that honors the service, achievements and sacrifice of the U.S. Armed Forces abroad since April 6, 1917. ABMC manages and maintains 26 cemeteries and 32 federal memorials, monuments, and commemorative plaques throughout the world, including four memorials in the United States. For more information about ABMC, please visit www.abmc.gov or our social media accounts: @usabmc.

YOUR APPLICATION

(Please fully complete the following section):

Applicant Name: _____

Agency/Organization: _____

Address: _____

Telephone / Mobile: _____

Email: _____

Website: _____

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No. of Persons in Crew: _____

What types of equipment will you and/or your crew bring the day of the photo or film shoot?

List the ABMC Location(s) where the crew requests to film/take pictures:

Requested Dates – From: _____ To: _____ Hours – From: _____ To: _____

Type of content requested (select): Motion Film Video Still Photography Drone

Please provide a detailed synopsis of your project to include how ABMC or our site will be featured in it and how your project aligns with ABMC’s mission. Additionally, please include details on how ABMC and/or our sites will be referenced/cited in your film, photographs, documentary, report, ...?

Purpose of Film/Photographs (Program/Publication Name):

Would you like a tour of the site before filming begin? Yes No

Do you need an interview with an ABMC spokesperson? Yes No

If you answered “yes” to the previous question, in which language are you requesting an interview?

If you answered “yes” to the previous question, please provide topics for questions or actual questions for the interview? _____

PERMISSION TO FILM OR PHOTOGRAPH AT ABMC CEMETERIES AND MEMORIALS IS SUBJECT TO THE APPLICANT’S AGREEMENT TO FULLY COMPLY WITH THE FOLLOWING CONDITIONS:

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1. Filming or photography will not disrupt or intrude upon the privacy of visitors paying respect to the war dead nor interfere with the work of ABMC employees.
2. Filming and photography will be accomplished at no cost to ABMC or the U.S. Government and will be scheduled between 9:00 a.m. and 5:00 p.m. (local time for the individual ABMC property). Filming and photography at times other than during these hours must receive prior approval for an exception to policy.
3. No modification of existing terrain features will be allowed. Construction of any kind undertaken by the applicant must be approved in advance by ABMC. Approved construction will be accomplished at the applicant's expense, will be temporary, and will be removed at the applicant's expense.
4. The applicant agrees to promptly reimburse ABMC for the costs of:
 - a. Restoration of any damage to ABMC facilities caused by the applicant; and,
 - b. Removal of any construction which the applicant fails to timely and fully remove;
 - c. Restoration of any area where construction has occurred.
 - d. Staff and/or security guards required after hours to support filming.
 - e. Additional staff and/or security guards required during business hours to support filming.
5. The applicant further agrees that:
 - a. Reasonable determination of the amount of any restoration and removal costs due shall be made by a representative of ABMC following an inspection of the site; and,
 - b. A representative of the applicant may accompany the ABMC representative on the inspection and provide comments on any problem areas identified, reasonable wear and tear from approved use accepted; and,
 - c. Participation in the inspection is the only process for applicant input in the determination of required reimbursements; and,
 - d. The inspection will not be delayed if a representative of the applicant is not present.
6. Except if due to the negligence of ABMC or the U.S. Government, applicant waives any and all claims against ABMC or the U.S. Government for any injuries, death, property damage, or loss of profits that may occur to the applicant or applicant's employees, or any other person or entity either directly or indirectly, during filming or photography at ABMC sites.
7. Other than the performance of their routine responsibilities, ABMC employees on duty will not perform or provide services or support to any filming or photography activity without the approval of the ABMC Director of Public Affairs or the ABMC Deputy Director of Public Affairs.
8. Prior to filming or photography, applicant will submit the following documentation to the ABMC Public Affairs Office for review and approval:
 - a. For motion film and video: a script, storybook, story synopsis, or film scenario.
 - b. For still photography: a synopsis of the intended use of the photographs and, if applicable, the book manuscript pages the photographs will accompany or illustrate.



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c. A listing of all personnel, equipment and vehicles to be used in the film production or photography.

d. Proof of adequate insurance coverage for any person participating in the film production or photography, as well as any spectator who may be at the site and might be injured as a result, directly or indirectly, of the filming or photography. Adequacy of coverage will be as determined by ABMC, acting reasonably.

9. ABMC acknowledges that, unless specified otherwise in writing, the applicant shall be the sole and exclusive owner of the entire copyright and all other rights of every kind in and to the results and proceeds of film material and photography taken at the cemetery and/or memorial site and that the applicant shall be entitled to assign, license and/or exploit the same by all means and all media throughout the world in perpetuity. Applicant shall be entitled to assign the benefit of this agreement to any third party, but applicant shall remain liable for applicant's obligations under this agreement.

10. Applicant agrees that film material and photography taken at the cemetery and/or memorial site may not be used to raise funds or to advertise, market or promote any commercial product, program or service without the express written consent of ABMC, except that applicant shall be entitled to use film material and photography of the cemetery and/or memorial in connection with promoting, advertising and publicizing the program or publication for which filming and/or photography was specified on this application and within the supporting documentation.

11. Upon approval of this application, no changes or modifications to the approved terms and conditions of the project will be permitted without written approval. In the event of any actions inconsistent with the approved terms and conditions, ABMC has the authority to immediately revoke the permit to film at the requested locations.

12. This permit will be construed, and the rights and obligations thereunder will be governed by the laws applicable to contracts of agencies of the United States Government executed in the District of Columbia, United States of America, as interpreted by the applicable U.S. Federal Courts located in the District of Columbia, regardless of the place of execution or performance.

FOR DRONES

Flights by drone for professional/commercial shootings must be made by companies (operators) duly authorized by the local Civil Aviation Authority (CAA).

The company must be able to present an operating manual as well as a proof of authorization issued by the local CAA.

In all cases, direct overflight of any individual is prohibited and a minimum horizontal distance of 100 feet (30 meters) shall be maintained at all times between the Unmanned Aerial Vehicle (UAV) and any individual on the ground unrelated to the drone's activity.



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Flying a camera-equipped UAV is not allowed near crowds or people or over the public space in urban areas or over roads and streets.

Companies are required to provide these documents along with this signed request:

- Proof of local CAA authorization
- Proof of professional insurance
- Operating manual
- A plan of the evolution zone of the UAV

I UNDERSTAND AND AGREE TO ABIDE BY THE CONDITIONS STATED ABOVE:

Signature: _____ Date: _____

Print Name: _____