Questions for Documentary Makers

1. Dates you want to be on campus or at a Caltech facility.
2. Arrival, shoot, and departure times – including set-up and break-down times.
3. People you want to interview and where you would like to interview them.
4. Potential questions for each interviewee.
5. Locations where you would like to shoot b-roll.
6. Have the interviews already been arranged or do you need assistance from Media Relations?
7. Name of program that you are shooting this for.
8. Description of the program, its purpose and its audience.
9. Provide some background information on your company.
10. List other projects that you or your company have successfully completed.
11. Where and when it will air.
12. Other uses of the program (educational/promotional/commercial).
13. How many people will be in your crew? How many vehicles will you have?
14. Name of the main contact(s) before and during the production, e-mail address(es), and the company's postal address. Phone numbers: office, as well as cell, and the local number that will be used when at the location.
15. Your company's URL.
16. At Palomar Observatory you must provide your own meals. If you plan to stay nearby the night before or night after, we can provide the names of nearby hotels.

E-mail or fax responses to Brian Bell at bpbell@caltech.edu or (626) 395-5890 (fax).

Media Relations will provide a release form that will need to be signed prior to filming.

You may want to visit Caltech's website and choose “Press -> Resources to gather more information about resources for filming. You’ll find maps, photos, lists of hotels, and other helpful information. The release form can also be downloaded from there.

Please provide Caltech with a link or DVD copy of the finished product. Mail to:

Brian Bell, Caltech Media Relations
1200 E. California
MC 5-32
Pasadena, CA 91125

For phone followup, Brian Bell can be reached at 626-395-5832.