



## UFFICIO COMUNICAZIONI

Provincia Serafica di S. Francesco  
Frati Minori di Umbria e Sardegna

Piazza Porziuncola, 1, 06081 S. Maria degli Angeli (PG)

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PROCEDURE FOR REQUESTING AUTHORISATION  
TO CARRY OUT VIDEO/PHOTOGRAPHIC FILMING  
IN THE SANCTUARIES, FRIARIES AND ACTIVITIES OF THE PROVINCE  
OF THE FRIARS MINOR OF UMBRIA AND SARDINIA  
AND TO CARRY OUT INTERVIEWS WITH THE FRIARS THEMSELVES.

- A. Send (by email: [media@assisiofm.org](mailto:media@assisiofm.org)) to the Communications Office of the Seraphic Province of St Francis of Assisi of the Friars Minor, a written request containing:
1. purpose and detailed description of the project to be carried out, as well as the means that will be used for filming, if any
  2. justification for the filming or interview
  3. at least a summary description of the overall project in which the contributions to be made are to be included
  4. references of the applicant (exact name)
  5. contact details for direct communications
  6. indicative period and/or days for the collection of the requested content
- B. Take note of the envisaged Rules and Regulations, to be returned signed for acceptance to the above-mentioned Communications Office.
- C. Having analysed the project, the Communications Office will send a written reply within a few days, which if affirmative - will be valid as authorisation and will contain all other necessary references for filming.

*fr. PietroLuca Roccasalva, Ofm*

*fr. Emanuele Gelmi, Ofm*

*fr. Daniele Manco, Ofm*



## REGULATION OF THE COMMUNICATIONS OFFICE

OF THE SERAPHIC PROVINCE OF S. FRANCESCO OF UMBRIA AND SARDEGNA

The undersigned .....  
 Date and place of birth ...../...../.....  
 home address .....  
 Telephone number..... e mail .....

### ASKS

**tick the relevant item(s)**

- to produce, use and publish interviews given by the Friars Minor of Umbria and Sardinia.
- to make video recordings in the Sanctuaries/Convents guarded by the Friars Minor of Umbria and Sardinia.
- to take photographs in the Sanctuaries/Convents/Museums guarded by the Friars Minor of Umbria and Sardinia.
- to use photographs/videos/material from the archives of the Communications Office of the Friars Minor of Umbria and Sardinia.

### About the following places/works:

- .....
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- .....

### for the following purposes:

- .....
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## **UNDERTAKES TO COMPLY WITH THE FOLLOWING CONDITIONS**

1. To have available the draft of the script, in the case of a film or documentary, or in any case a descriptive statement of the work to be carried out. In the case of written interviews, it must be possible to see the draft of the article before publication.
2. That the content produced is not used or included in services or contexts contrary to Catholic doctrine and morals.
3. That no Friars, Sisters or Nuns are filmed without the authorisation of their respective Superiors and the persons concerned.
4. That no filming with actors takes place inside the Sanctuaries, except where authorised.
5. It is absolutely forbidden to include in the films taken in the sanctuaries scenes filmed elsewhere, which may damage the dignity of the people and the sacredness of the place.
6. There must be effective correspondence between the images disseminated and any accompanying captions, which must always be checked with this Communications Office.
7. A copy of the content produced (films, photos and interviews) in raw, unedited format must be delivered to the Communications Office of the Seraphic Province of St Francis of the Friars Minor of Umbria and Sardinia.
8. The Friars Minor of the Friars Minor of Umbria and Sardinia are granted the right to repropose the contents mentioned in the previous point on their own communication channels with the commitment never to broadcast them before the airing of the programme for which the filming is done.
9. Any damages shall be borne by the filming operators.
10. By order of the Prefecture of Perugia, in order to film with drones over the Basilica of Santa Maria degli Angeli and the adjoining convent and other convents in the municipality of Assisi, it is necessary to contact the Prefecture of Perugia well in advance at the following e-mail address: protocollo.prefpg@pec.interno.it, enclosing our authorisation.
11. Given the exceptional and delicate nature of the monuments in question, we request a financial contribution, at the total discretion of the applicant, to be considered as reimbursement for the authorisation, the hindrances and inconveniences of filming, the expenses for electricity and personnel made available. In addition, the following wording must be indicated on the material produced and disseminated: "By kind permission of the Seraphic Province of St Francis of the Friars Minor of Umbria and Sardinia (Italy)".
12. In times of Covid-19 emergencies, filming must be carried out in accordance with the safety standards established by ministerial documents.
13. Photographs of works and objects not belonging to the Province of Friars Minor of Umbria and Sardinia, taken for temporary exhibitions or for other reasons, may be used by the Communications Office only with the written permission of the owners.
14. Commitment to pay the reproduction rights indicated in the price list, if requested by the Communications Office.

**Date** ...../...../.....

**Name and Surname**

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**Signature (legible for acceptance)**

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