



# Wise Regional Health System

☯ Affiliated with, but not controlled by, Baylor Health Care System or its subsidiaries or community medical centers

## Request to Photograph or Film at Wise Regional Health System

Any requests to photograph or film activities, surgeries, patients or buildings at any Wise Regional Health System facility must be approved. Please note that permission is not automatically granted for educational filming.

To obtain permission for filming, send a written request (e-mail is acceptable) to:

Shannon Puphal, Marketing & Communications Director  
[spuphal@wiseregional.com](mailto:spuphal@wiseregional.com)

News Media requests should contact 940.626.2786

Requests for filming must be made in writing (e-mail is OK) and include:

- Purpose of the film
- Intended audience
- Preferred date(s) of filming
- Subject matter
- Who will be filmed
- Name of supervisor(s) who are willing to have the filming take place in the department(s)
  
- Name of the Wise Regional Health System Communications Department or a member of the Administration team who will be with the camera(s) at all times
- An e-mail and phone number for the person making the request

Please allow several days for response to request. Approval will be granted in writing via e-mail.

## Request to Film: Important Notes

- In order for approval to be granted, a Wise Regional Health System Communications Department or a member of the Administration team must agree to be with the camera(s) at all times.
- If patients are to be filmed, a consent form must be signed and a copy placed in the patient file and a copy must be provided to the Marketing & Communications Department.
- If employees of Wise Regional Health System are to be filmed, a photographic consent form must be obtained and a copy must be provided to the Marketing & Communications Department.