



1. OBJECTIVES

Bigfoot Entertainment and the International Academy of Film and Television is known for being first in the Philippines and in South East Asia with its impressive facility and high-end technology for film production. Universities, Colleges, Government Agencies and civic-oriented groups have expressed their desire to come here and check our state of the art facilities and equipment.

In line with the increasing requests for facility tours from various groups mentioned, a system of guidelines was made and should be implemented.

This is to properly schedule facility visits so as not hamper in any company and school activities. This will also help the departments and the personnel responsible to properly plan out their schedules.

This is also a way of promoting the school and its programs and developing awareness into the community.

2. POLICY STATEMENTS

1. Interested groups are required to submit a request letter.
2. Interested groups requested through travel agencies are required to pay PHP 20 administrative fee per person.
3. Maximum number of persons allowable for facility tours is 45. This may go higher depending on the group (A group where we could get potential leads for the school).

3. PROCESS

1. Interested group submits a letter of request stating their intention to the Registrar and Admissions Office.
2. Registrar and Admissions Office sends a letter of confirmation or refusal to the requesting group.
3. For approved requests, Registrar and Admissions Office through the documentation assistant coordinates with Sales through their Customer Service Supervisor and IAFT Technical group for the schedule, program flow, venue and set-up. For approved requests, Registrar and Admissions Office through the documentation

4. FORMS



INTERNATIONAL
ACADEMY OF
FILM AND TELEVISION

Request for Facility Visit

FORMS	APPROVAL	ACTIVITY	DISTRIBUTION OF FORMS
Letter of Request from the Group	Registrar and Admissions Office/ Sales	- Requesting group must submit a letter of request	