



MEDIA FILMING & PHOTOGRAPHY GUIDELINES

ARTECHOUSE wishes to extend every consideration to media working on assignment who wish to film, tape, or photograph. ARTECHOUSE reserves the right to reject requests that are not compatible with its mission, would interfere with the visitor's experience, or put undue burden on property or staff. **Film and photo requests must be approved by ARTECHOUSE before they can be scheduled.**

To ensure that filming and photography activities will not interfere with normal operations, production companies and photographers must adhere to the following guidelines:

1. Advance Arrangements

Arrangements for filming, recording, or photographing at ARTECHOUSE must be approved no less than one week in advance. ARTECHOUSE must be fully informed of all production requirements, crew members, and equipment. Specific rights needed for the proposed footage, audiotape, or photography must also be included in this request. To place the request please email press@artechouse.com specifying date, time, location and providing information about media outlet.

2. Equipment

All equipment used for the shoot is subject to the approval of ARTECHOUSE staff and must be approved in advance; any additional equipment will not be permitted in the Museum. Photographers and technicians are to take full responsibility for all of their equipment. Damage and theft thereof are not the responsibility of ARTECHOUSE.

3. ARTECHOUSE Staff Supervision

Photographers, videographers, producers, and other technicians must be accompanied at all times by an authorized ARTECHOUSE staff member. The crew is subject to approvals and conditions set forth by the staff member.

4. Interviews and Recorded Tours

Tours may not be recorded nor staff interviewed without prior permission.

5. Termination of Project

ARTECHOUSE reserves the right to terminate production in the event that the photographer or production crew fails to abide by the conditions set forth.

6. Credit and Copies to ARTECHOUSE

ARTECHOUSE must be credited. The form of credit must be approved in advance, in writing. ARTECHOUSE requests that at least one complimentary copy of the completed film, slides, still photographs, book, article, audio, or videotape be sent at the completion of the project for the archives.