

GUIDELINES FOR PHOTO AND CAMERA SHOOTS

1. With the exception of news outlets covering the activities of the museum, requests should be made at least five working days in advance of the shoot. A list of equipment should accompany this request and must be approved by the museum.
2. A member of the communications staff and/or a staff member from another department will meet and accompany the crew at all times.
3. If cast and crew number more than five people, additional staff may be required. With the exception of news outlets covering the activities of the museum, this fee will be paid by the filmmaker or photographer.
4. Photographing artwork may be undertaken only following approval by the museum of a list submitted prior to the shoot.
5. No boom microphones will be allowed in space where artwork is present. Tripods must be weighted. All equipment must be compact and placed at a safe distance (approximately three feet) from the works of art.
6. Photography using existing gallery light is preferred. Lighting with protective covers only will be allowed on paintings, and lights must be placed so that there is no danger to the work of art. No supplemental lighting will be allowed on any works of art on paper.
7. Lights will be turned off except for setup and shooting and may be left on for five minutes before a cooling down period.
8. All cable and cords must be taped down.
9. No food or drink will be allowed in the galleries.
10. Tables, chairs, and any other items to create a set must be approved by the museum in advance and supplied by the production company. Movement of equipment through the museum must be done with sufficient personnel and caution to avoid bumping into artworks.
11. The production company is responsible for all clean-up. The cost of repair and/or cleaning for any damage to artwork or to any part of the museum facility occurring during the shoot will be assumed by the production company or news outlet.
12. Acknowledgement must be given to: **The Phillips Collection, Washington, D.C.**

I agree to follow these guidelines, and any others that museum staff deems necessary during the shoot.

Signature_____

Name (Print)_____

Affiliation_____

Telephone/E-mail_____

Date_____