

GUIDELINES FOR PHOTO AND VIDEO SHOOTS

When making a photography/videography request to the museum, please include the following information:

- Date(s)/time(s) of interest
- Approximate length of time for the shoot
- How many people (total, crew + talent) involved
- Areas/galleries/art work of interest
- Need for a green room

In general, the best time to film is on Mondays, when the museum is closed to the public. If the shoot is scheduled during public hours and there is an expectation of capturing members of the public, the vendor must provide and collect signed waivers from anyone filmed.

Additional guidelines:

- Everyone involved in the shoot must check in/out with Security via the doors at the rear of the building (east side, opposite the stadium). Visitor parking is free in the Meadows Museum Parking Center (right-hand entrance gate); take the elevator up to the Plaza level and walk around to the east side of the building, where there is a set of double doors with a call button next to them. Identify yourself and your group and the officers will buzz you in to the vestibule, where you'll wait while they page your staff contact to meet you.
- A Meadows Museum staff member must present to supervise the shoot. This person must escort the group to/from the Security entrance and galleries, as well as remain with them for the duration of the shoot. For this reason, **it is STRONGLY URGED to have all involved in the shoot arrive and depart at the same time.** If some members of your group must arrive/depart at a different time from the rest, please advise your staff contact in advance so that they can make arrangements for additional escorts. When shooting while the museum is closed, the group must stay together and not wander around the galleries. If it will be necessary for talent to make trips from the shooting location to/from restrooms and/or a green room, again, please advise your staff contact in advance so that they can make arrangements for additional escorts.
- If there is a significant amount of equipment/wardrobe/etc. to offload and it would be a struggle to bring it up the elevator and around the building, there is one temporary parking spot with a ramp in the surface lot behind the building directly in front of the Security doors that can be used for quick unloading/loading. (Vendors are requested to bring their own dollies/carts, if possible. The museum's may not be available.) The space has a 15-minute limit; once unloading/loading is completed, the vehicle must be moved to the garage. Vendors with larger deliveries/vehicles may request special permission to use the loading dock and freight elevator; if such permission is granted, the vendor will receive instructions for that use. **DO NOT PARK IN THE LOADING DOCK WITHOUT PRIOR ARRANGEMENT.** Additional time for load-in/storage of items in advance of the shoot may also be requested, subject to the availability of the staff contact.

- The earliest a shoot could *possibly* get started (subject to approval by Security) would be 9 a.m., but 9:30 or 10 is preferred. Everyone needs to be out of the building no later than 5 p.m.
- Must use sandbags/weights on any lights or tripods and keep them 6' away from the art and walls.
- Extension cords should be taped to the floor or otherwise secured.
- While a museum space may be available for use as a green room, restrooms are recommended for wardrobe changes, as they are the only locations within the museum that do not have security cameras.
- No food or beverages in the galleries; if this is a day-long shoot and arrangements have been made in advance for a green room space in which food/beverages are allowed, they must always stay in the designated area.
- If no green room has been set aside, members of the group may store bags and other belongings in the [unmonitored] cubbies in the north hallway of the first floor.
- The following items are expressly forbidden:
 - candles, torches, and all other open flames
 - helium balloons
 - glitter
 - confetti
 - aerosol containers
 - weapons, including firearms, knives, large blunt objects, or items able to create incapacitating or neutralizing products
 - tools
 - non-service animals