## Film/Photography Shoot Request Form – BYU Museum of Art

Visitors are generally welcome to take personal photos and videos at the Museum of Art in many circumstances, and we invite them to tag the Museum (@byumoa) on social media when they do so. There are, however, certain restrictions all visitors must honor, unless they have made previous arrangements with the Museum. These restrictions are in place to ensure that all copyright and accreditation agreements are met, that artwork remains undamaged, and that all visitors can enjoy their time at the MOA free of disruption. These restrictions are:

- In certain exhibitions or other areas of the Museum, photography or filming is not allowed. These spaces will be marked with clear signage.
- Flash photography and lighting equipment is not permitted.
- SLR cameras, tripods, selfie-sticks, and other stabilizing equipment is not permitted.
- All filming and photography must be for personal, non-commercial use.
- All filming and photography must not disrupt the experience of other Museum visitors.

If you would like to seek an exception to any of these restrictions, you will need to request permission from the Museum in advance by completing **both sides** of the following form. To help us decide if your project can be accommodated, please complete and send the form to <u>riley\_lewis@byu.edu</u> **at least two weeks prior** to your proposed film/photography dates.

We cannot accommodate many of the requests we receive. All shoots will need to be personally supervised by members of our team to ensure the safety of our collection and the honoring of copyright agreements, and each request will be considered in the context of additional Museum projects, such as scheduled tours and Museum maintenance. Because of this, each request will be evaluated by our executive team based on staffing availability, competing priorities, and how well the project helps the MOA fulfill <u>its mission</u>. Projects that are not focused on specific artworks on display (such as those merely hoping to use the Museum as scenic venue, backdrop, or generic space) are unlikely to be accepted.

If you attempt to defy these restrictions without proper authorization, you will be stopped by Museum Security.

Name	Organization			
Name of Project				
Possible Dates and Times of Shoot (note that quiet cannot be guaranteed in the galleries after 10 AM):				
1. 2.				
3.				
Duration of Shoot, Including Setup and Takedown				
Please briefly describe the project, its content, and its objectives.				

How will this project help	fulfill the Museum's	Mission, Visior	n, and Values	, particularly	regarding the artwo	rks on
display?						

Please list all equipment you hope to bring into the Museum (cameras, lighting, stabilizing, sound, etc.).

Total Number of Cast/Crew

In which areas/exhibitions of the Museum do you hope to shoot?

Will others need to vacate this area during the shoot?	Will this area need to be otherwise quiet during the shoot?

To ensure copyright restrictions can be properly honored, please list **all artworks** that may be featured in your shoot by name, including artworks that may be identifiable in the background. This list must be comprehensive.

Estimated Date of Publication

Where/How do you plan to publish the film/photos?

Is there anything else you would like to tell us about this project?

By submitting this form, you agree to include all artwork credit lines and/or captions provided by the Museum of Art whenever photos and/or footage obtained during the shoot are published. You also agree to share final drafts of any content to be published with the Museum of Art for final approval prior to publication.