

# Camera Crew Policy

## General Information & Guidelines

Commercial photography and video recording in the Museum is prohibited without securing permission. This includes, but is not limited to, any photography and video recording intended to promote a product, service, company, or cause, or for events such as weddings or proms not held at the Museum. To obtain permission, commercial photographers, videographers, and camera crews not hired by the Museum must contact the Marketing and Communication department via email at [publicrelations@slam.org](mailto:publicrelations@slam.org). (News organizations working on deadline should contact the [Press Office](#).)

Requests for permission should be sent at least two weeks before the proposed shoot. The request for permission should include:

- A proposed arrival time;
- An estimate of how long the shoot will take;
- The proposed location/s for the shoot;
- The number of crew members required; and
- Detailed information about what equipment will be used.

Failure to provide all of the requested information outlined above will automatically cause the request to be rejected.

If a request is approved, the following guidelines must be followed:

- Arrive on time and at the entrance determined by the Marketing and Communications staff. Because a Museum staff member will escort commercial photographers and videographers, all members of a crew should arrive at the same time and entrance. During a shoot, all members of a crew should work within the line of sight of the staff escort.
- Be prepared to have all equipment, cases, and bags checked by Museum security upon entering and exiting the building. This may include opening oversize cases and removing articles for inspection. All equipment bags and materials must remain with the crew, unless prior arrangements have been made.
- Maintain a distance of at least three feet from works of art. Tripods, umbrella stands, lighting rigs, and similar equipment must be placed away from works of art at a distance that is equal to their height. Use of such equipment is at the discretion of the Museum. The Museum may require that free-standing equipment be sandbagged.
- Understand that the use of lighting equipment may be restricted by the Museum, and that all lights must be turned off when not in use. When lighting is permitted, light generally may not exceed 20 foot-candles.

These rules are subject to change without prior notice at the discretion of the Saint Louis Art Museum.