

# Camera Crew Policy

## General Information & Guidelines

The Saint Louis Art Museum, while a public museum, must restrict photography and filming intended for commercial use. The Museum must protect the works of art in its collection and avoid any possible infringement of artist/copyright owner rights. It is important that all groups planning filming or photography at the Museum understand and follow this policy to ensure the safety of our collection, as well as the positive experience of our guests.

Photographers or camera crews, not hired by the Museum, must first obtain permission from the Media Relations Office to conduct any photo or video shoots in or on Museum grounds. Areas that will be used for filming interviews, b-roll, or still photography must be determined prior to arrival. The Museum may not be able to fill all media requests. Advance notice of at least *two weeks* is suggested.

- Prior to arrival, outlets are expected to agree on time of arrival and departure; provide names of attendees; and detail equipment they will be bringing, including light wattage.
- All outlets should arrive through the Museum's Main entrance and sign in to secure a visitor pass each day of their shoot. If special parking is needed, arrangements may be made when scheduling.
- All equipment, cases, and bags will be 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 outlet personnel, unless prior arrangements have been made.
- Crews must be escorted by Museum staff at all times during their visit.
- Crews are limited to five (5) people. Permission for larger groups is granted at the Museum's discretion.
- Personnel must remain in predetermined filming and public areas and within line-of-sight of Museum staff.
- When in the galleries, for your safety and for the preservation of the artwork, please maintain a distance of at least three feet from works of art. (A number of our galleries include a gray line on the floor, which activates an alarm when crossed.)
- Monopods, tripods, and other standing equipment must be placed away from works of art at a distance in proportion to their height. Use of tripods and other large filming apparatus is granted at the discretion of the Museum staff.
- The use of lighting equipment may be restricted by the Museum, and all lights must be turned off when not in use.
- The Saint Louis Art Museum does not permit the following types of activities: political activities; fundraising events for institutions other than the Museum, including raffles or auctions; and publicly advertised events that are not hosted by the Museum. In addition, no commercial activity may be conducted in conjunction with an event, including book or CD sales.
- For media requests, please contact the Marketing and Audience Development Office at 314.655.5493 or email [publicrelations@slam.org](mailto:publicrelations@slam.org).

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