



## Commercial Photography and Filming Request Form

The Project Principal (the filmmaker/photographer or his/her agent) must complete, sign, and submit this form to Facility Use Department. The Museum will assign a Project Manager who will contact you to schedule a walk-through and contract signing. Film projects and advertisement will also require the submission of a script or storyboard as appropriate. Submission of this form does not grant or imply a license to photograph or film on location at the Museum.

1. Is the proposed project (circle one) Film/Video  Still Photography

If you have selected still photography, describe how the photos will be used.

2. Project Principal's

a. Name

b. Address

c. Telephone & Fax

d. Email

3. Proposed date(s)

4. Proposed start time (including set up, makeup/hair, costuming and staging)

5. Will you need space for makeup/hair, costuming, or other preparation?

6. Locations you are interested in using (circle all that apply):

- a. Teel Family Pavilion (note any specific floors/galleries in attached sheet)
  - b. Historic buildings (note any specific floors/galleries in attached sheet)
  - c. The Courtyard (adjacent to the Teel Family Pavilion)
  - d. E. Kendell Davis Courtyard
  - e. Other:
7. Artworks you are interested in filming/photographing (please include all that you are interested in; the Project Manager will determine which ones you may need to obtain copyright permission for).

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Signature of Project Principal, Title