



## Ah-Tah-Thi-Ki Museum Professional Media Guidelines

Please be aware that the ATTK reserves the right to reject requests that, in the Museum's opinion, are not compatible with its mission, would interfere with the visitor's experience or put undue burden on the Museum's property or staff.

Additionally, it is important that commercial photographers and videographers planning a session at the Museum adhere to the following instructions to ensure the safety of our collection and the experience of future visitors:

- All personnel associated with the filming will be accompanied by ATTK Staff person.
- Filming/photography including set up must be conducted without disruption to Museum operations or limitation to the accessibility of exhibitions, entrances/exits, doorways, and high traffic areas. The flow of visitors along drives and pathways must not be blocked at any time.
- Interior flash photography is prohibited.
- Original artworks and sculptures on the grounds of the Museum are protected by copyright and may not be photographed for the purposes of reproduction, publication, or copying in any way.
- To help us preserve the outdoor sculptures, entering, climbing, or standing on any sculpture, water feature or fountain is prohibited; do not climb, lean or sit on any artworks.
- Guests and photographers are not permitted to walk off of the established pathways to move, rearrange, or handle any exhibits or plants.
- Admire from a distance all animals for your safety and their protection. Do not feed, pet, touch or harass any animals.
- No one is permitted to grab, climb, pose upon, swing from or otherwise touch any of the displays, cases or features of the Museum.

Exhibit cases cannot be opened for filming without prior arrangement.

- Museum artifacts may be handled only by ATTK-designated personnel. A responsible staff member will be present at all times during the filming to facilitate the project.
- No equipment or weight should be placed on or against exhibits or exhibit cases.
- The Museum may not be used as a background shot for a generic museum or gallery to be fabricated later in film.
- Food and drink (excepting water) are not permitted in the Museum building or the Curatorial building. This includes, but is not limited to: coffee, tea, sports drinks, sodas, etc. or any type of eatable products including, but not limited to, food that is wrapped or in container(s).
- Rest rooms are located in the Museum building. Other rooms may be available for changing, but this is subject to the ongoing schedule of Museum programs. Nothing may be left in the rest rooms.
- All makeup, clothing stands, hairstyling tools and other such equipment must be consolidated in one area to be agreed upon by Photographer and Museum staff.
- Photographers, models and subjects agree to follow any additional instructions from Museum professional staff.
- Photography involving nudity is not permitted in the galleries or on the grounds of the Museum.
- Please note that secure storage areas and front circular drive parking spaces are not available.
- The ATTK reserves the right to change these instructions subject to the ongoing schedule of Museum programs.
- A free copy of the final product shall be provided to the Museum upon request.

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