

PHOTOGRAPHY AND FILMING GUIDELINES OF HISTORIC AREA

- **Permission:** Any filming or photography in the Great House, dependencies and the Visitor Center must be approved by the Collections Department.
- **Advance Notice:** Two weeks notice is required for filming or photography. If less than two weeks notice is given, the Collections Department cannot guarantee that Stratford Hall will be able to accommodate the request. The film crew must be always accompanied by Collections staff when filming Collections objects. There must be one Collections staff member for every three members of the film crew.
- **Electrical Needs:** Power supplies within the Great House, the dependencies, and the Visitor Center is limited. Power needs must be communicated prior to arrival. The use of generators or battery operated equipment is highly recommended.
- **Exhibits and Set Construction:** Exhibits may not be altered or moved in any way. On-site Collections staff reserve the right to relocate or remove any objects which they deem to be too close in proximity to lights and other equipment. No materials may be attached, fused, nailed, taped, or otherwise affixed to any furnishings or architectural surfaces. Any materials or set construction must be approved prior to the shoot and removed by members of the crew.
- **Damages:** The company is fully responsible for all damages that occur during filming or photography. The company is responsible for paying for all repairs deemed necessary by Stratford Hall. The company must carry workers' compensation insurance and a general liability policy with limits of at least \$1,000,000. A certificate of insurance may be required by Stratford Hall prior to the shoot.
- **Equipment:** Fogging, combustive or other moisture or heat producing special effects are not allowed. All equipment, such as tripods or tracks, must use rubber tips or pads to prevent damage to floors. Equipment must be set up a reasonable distance from objects, walls, doors, and other interior architectural features. Dollies on tracks need to be placed on satisfactory protective material. Please consult with the Collections Manager or the Director of Preservation prior to moving large pieces of equipment into the buildings to prevent damage to historic structures. Stratford Hall is not responsible for providing any equipment during filming or shooting. Ink pen and markers are not allowed in historic buildings.
- **Lighting:** Because strong lights emit heat that can be damaging to objects, those required for photography should be turned off when not in use. Ultraviolet light and infrared light generated by some lighting devices can cause fading or darkening of textiles, works of art on paper, and other organic materials, and therefore, must not be aimed directly at these types of objects. Screens must be used on tungsten, incandescent spot, or flood lights to control heat and protect objects. UV filters must be used when possible. NO FLASH PHOTOGRAPHY unless cleared by the Collections department.
- **Object Filming/Photography:** A list of the specific objects or locations to be filmed must be provided to the Collections Department as soon as they are known. Loans: Some objects on display have been loaned to Stratford Hall from other institutions and individuals. It may not be possible to film these objects. We must get permission from the lender for filming. With more notice there is a better chance that the Collections Department can get the permissions that are necessary. A schedule/shot list must be approved by the Collections staff one week prior to shoot.
- **Additional Information:** Stratford Hall Collections staff has final say over all Collections decisions that should arise during filming. Regarding the historic structures on the property, the Preservation Department has final say over all decisions that should arise during filming. Food, drink, chewing gum, and smoking are prohibited during filming.