

Photography and Filming in the Kauffman Center for the Performing Arts

Request Procedure:

All requests must be made in writing two weeks prior to proposed dates. Please provide as much detail as possible concerning the project. The request form below should be completed and emailed to Kristin Smithson at ksmithson@kauffmancenter.org.

Once the project has been approved, we will mail you an original contract for your signature. Turnaround time can take up to 10 days, depending on the complexity of the request.

<u>PHOTOGRAPHY AND FILMING REQUEST FORM</u>		
_____	_____	_____
Name	Phone number	
_____	_____	_____
Title	Fax number	
_____	_____	_____
Company	E-mail	

Address		

City	State	Zip
Please answer all questions that apply:		

Image use:

- Personal Use only
- Commercial
- Public Display
- Study/Reference
- Promotional

Format use:

- Print media; please specify publication: _____
- TV
- Film
- Electronic media (Web, CD-ROM)

Please describe purpose of photo shoot: _____

Authorization for:

- North America
- Europe
- Asia
- World

Requested area/location for activity:

- Interior
- Exterior (Gardens)
- Both

Estimated number of hours to complete project: _____

Number of people in the shoot including the crew: _____

Will models be used? Yes No If yes, number of models: _____

Number and type of cameras to be used: _____

Number and type of lights to be used: _____

Additional facilities/equipment needed (dressing room, etc.): _____

Any other pertinent details/comments/media plans: _____
