

Photography and Filming in the Kauffman Center for the Performing Arts

Request Procedure:

All requests must be made in writing. Please provide as much detail as possible concerning the project. The request form below should be completed and emailed to contact@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.

Please note, all interior photography and any commercial shoots (whether interior or exterior) are subject to location fees. Please review the photography agreement for details on your specific 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

Both

Please indicate the specific locations for this shoot and any special requests or needs:

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 (please indicate the date and time of the shoot):
