



PHOTOGRAPHY AND FILMING INQUIRY

After review, staff will respond to confirm your request and schedule your shoot. Fees may apply.

Contact Information

Name of contacting party: _____

Company/ Organization: _____

Contact: Title: _____

Address: _____

City: _____ State: NC Zip: 27695

Office Phone: _____ Cell Phone: _____

Email: _____

REQUESTED TIME

When would you like to shoot? _____ AM/PM For how many hours? _____

Requested photo-shoot Date: _____

SHOOTING LOCATION & PURPOSE

What areas of the museum are you interested in shooting? Please select....

- Space(s) required:**
- Grand Lobby
 - J. Norwood and Valeria C. Adams Gallery
 - Randy and Susan Woodson Gallery
 - Robert Keith Black and J. Ormond Sanderson-Sanderson Gallery
 - Rose Jackson and Evelyn Thiem Pollinator Garden
 - Thomas E. Cabaniss Residence Side of the Museum - includes Gallery 150, Dr. Lynn Jones Ennis Room, Mr. & Mrs. Robert F. Andrews III Garden Hall, Drs. Norman and Gilda Greenberg Native American Arts Collection Study Room
 - Exterior of the Museum only

What is your deadline for obtaining Footage/Photographs? _____

Purpose for shooting at the Gregg Museum:

Do you need to interview a Gregg Museum staff member? Yes___ No ___

If yes, why? _____

Will models be used? Yes___ No ___ If yes, how many? _____

How will photos/footage be used? _____

When will the photos/footage run? _____

What publication or program will use the photos/footage? _____

If applicable, will you credit Gregg Museum of Art & Design Yes___ No ___

If applicable, will you mention Gregg Museum Exhibition Dates and Info? Yes___ No ___

Will you supply Gregg Museum with a copy of the photos? Yes___ No ___

Facility site visits may be scheduled by appointment only.

To request a date for a site visit for your photo-shoot, please mail or email this completed form to:

Events and Facilities Coordinator
Gregg Museum of Art & Design
1903 Hillsborough Street, Raleigh NC 27607
Gregg-events@ncsu.edu

EQUIPMENT & CREW DETAILS

Will you use Flash? Yes___ No ___ Will you use a tripod? Yes___ No ___

Will you use need power/plug in? Yes___ No ___ Will you use lighting equipment? Yes___ No ___

Types of lights (if applicable):_____ Number of people in Crew:_____

Will you use or require access to additional equipment for your shoot? Yes___ No ___

If yes, please explain:_____

Filming Guidelines

Thank you for your interest in filming at NC State University. University Communications and Marketing is responsible for evaluating all non-news filming requests, including contracts, insurance certificates and fees.

For convenience, the word “filming” in these guidelines covers motion pictures, videotape, audio recordings, still photography and digital imaging. Please note that NC State University does not permit filming that endorses — or implies endorsement of — a business or organization (including nonprofits). In addition, if your film crew is requesting footage that would incorporate NC State trademarks, the [NC State Trademark Licensing](https://trademarks.ncsu.edu) office (trademarks.ncsu.edu) will be contacted for approval. <https://university-communications.ncsu.edu/filming-guidelines/>

Requesting Approval to Film on Campus

Review these guidelines to make sure you are in compliance with the university’s filming policies and procedures. University Communications and Marketing requires at least two weeks’ advance notice for all filming requests to ensure adequate time for processing of paperwork and contracts. Filming projects that require university permission and a film contract include but are not limited to:

- Feature films, short films, television programming (including reality television) and independent films
- Documentaries that are not news productions
- Documentaries that are categorized as news but require the signing of a contract

All scripts must be approved by University Communications and Marketing prior to a filming request being considered. If approval is received, a location fee will be determined based on factors including location, date, time, number of hours spent filming, size of crew, amount of equipment and potential disruption to campus. Production companies are responsible for gaining permission for use from individual facilities prior to submission of paperwork. Production companies must be able to provide contact information for each facility in the agreement submission.

Individuals and companies filming on campus are responsible for obtaining the proper permissions and photo releases from the individuals being filmed.

Prior to approval of filming, University Communications and Marketing must receive a completed contract, permissions from the desired locations and a certificate of insurance for \$1 million.

Completing the Filming/Photography Location Agreement

A completed and approved [Filming/Photography Location Agreement](#) is required for filming on campus. Completed, signed agreements should be submitted to dbarnes@ncsu.edu at least two weeks prior to your desired film date. Upon approval of your agreement by the university, a signed copy of the agreement will be returned to you.

The most important part of the agreement is Exhibit A. To complete Exhibit A, you must provide the following information.

Filming/Photography Location Agreement Exhibit A must include:

1. Name, address and phone numbers of the production company.
2. Name, title and contact information of the person who will sign the agreement on behalf of the production company.
3. Description of the filming project (with an attached script, if applicable). What is the intended use of the footage, and when and where will it be shown?
4. Dates and times of the proposed filming. When would your cast and crew arrive on university property?
5. Locations requested for filming. Please be specific regarding which buildings or exterior locations are requested.
6. Number of cast and crew members.
7. Will you be using any trademarked university images, logos, buildings or insignia in your footage? If so, which ones?
8. Number and description of vehicles (trucks, trailers and cars) requested to be parked on university property for purposes of filming. (For parking information, visit <http://www2.acs.ncsu.edu/trans/parking/visitors.html>.)
9. Proposed use of the material filmed on university property, e.g., television broadcast? Feature film? Nonbroadcast video? Other?
10. Will any university services be required for purposes of the production, such as parking spaces, security, electricians, alarm-system personnel, internet service, etc.?

If you have questions about NC State's filming guidelines, contact: Donna Barnes, Project Coordinator by email at dbarnes@ncsu.edu or by telephone at 919.515.3871

University Policy on Drone Usage

The use of unmanned aerial vehicles (UAVs) — commonly referred to as “drones” — for filming must be approved by NC State prior to the date of filming. Even if NC State approves the use of UAVs, the university may place certain conditions or restrictions on their use. [Contact University Communications and Marketing](#) directly for information on UAVs.

NC State regulation establishes a framework for identifying, managing, and mitigating risk when using UAVs, in order to ensure compliance with all State and Federal laws and regulations, and in furtherance of NC State’s institutional goals and objectives. Please see [Regulation 10.10.09](#).

Required Notification

Because of the potential legal and risk management issues involved in operating UAVs, a written summary of the proposed activities must be submitted at least thirty (30) days prior to the date of the first intended use. Use this web form for notification: [Unmanned Aerial System \(UAS\) Notification Form](#)

The Vice Chancellor for Research, Innovation and Economic Development and the Vice Chancellor for Information Technology have joint oversight of all operations of UAVs for university activities