

KRANNERT CENTER VIDEOGRAPHY GUIDELINES

Your Name: _____ Today's Date: _____

Day Phone: _____ Evening/Cell Phone: _____

Email Address: _____

Date and event to be recorded: _____

Requested locations for cameras: _____

Person or company executing the shoot: _____

☐ I will share the below information with the videographer before the event.

Shoot Start Time: _____ Shoot End Time: _____

Purpose of Videography: _____

Equipment you are bringing: _____

- Videography must be for non-commercial purposes in order to use the Krannert Center facilities. (For special circumstances, approval is possible pending review by the Co-director for Patron Services.)
- Permission must be requested of Krannert Center's Co-director for Patron Services two weeks in advance of the shoot using the above form.
- A copy of the approved request must be presented to the House Manager upon your arrival at the performance to be recorded.
- All equipment must be provided by the individual videotaping/photographing. Setup for conductors will be located in the front row of the Foellinger Great Hall choral balcony. Setup for performers will be located in the front row of the Foellinger Great Hall main balcony.
- Equipment will not be permitted to obstruct any doorways, aisles, stairwells, elevators, staircases, or any patron's view.
- The videographer will maintain a low profile during the performance and should enter and exit only before or after the performance or during intermission. The equipment should be struck only during intermission or after the performance.
- Setup will be completed by 45 minutes prior to the performance time and must be approved by the House Manager. If the setup is not completed by this time, and in accordance with the request, videography will not be permitted. The House Manager has the sole authority to determine compliance and deny videotaping/photographing privileges.
- Use of flash or loud shutters are not permitted.
- Videographer agrees that no photographs will be published without prior approval. If videos are published, Krannert Center must be credited in the following way: "Photo taken at (Name of Hall), Krannert Center for the Performing Arts, University of Illinois at Urbana-Champaign."

Approved or Disapproved (CIRCLE ONE)

Signature: _____ Date: _____

Print Name: _____

cc: client, kcpa-eventsoffice@illinois.edu, patronservices@illinois.edu, Lillig