

## Photography Policies for the Hartford Symphony Orchestra

Please contact Meghann Eckenhoff, Director of Artistic Operations at 860-760-7311 / 646-942-4552 (cell) or [meckenhoff@hartfordsymphony.org](mailto:meckenhoff@hartfordsymphony.org) to coordinate your requirements and clearance. For the purposes of this document there are three types of photographers and videographers; Press (also includes reporters and taping for radio), Archival and Audience. Each of these is handled differently and requires different levels of clearance.

### **For All Venues, Photographers and Videographers:**

1. All photographs of the Hartford Symphony Orchestra musicians, conductors and staff are intellectual property of the HSO and may not be used without express permission. Before using photographs or video in any manner Ms. Eckenhoff or her designee must first review them.
2. All locations for photographers and videographers must be established between Ms. Eckenhoff and the Theater Manager no less than one hour prior to the concert. Please note that some locations or venues may not accommodate tripods. Monopods or hand-held cameras are recommended.
3. Photographers and videographers may not move from their assigned location unless approved by Ms. Eckenhoff.
4. Tripods may not be disassembled while the orchestra is on-stage. For personnel leaving mid-concert, all equipment must be carried outside the theater for disassembly.
5. No flash photography may be used at any time.
6. Blimping still cameras is preferred if a quiet camera cannot be supplied. If no blimp is provided it may limit the number of times the photographer may take a frame as they will have to coordinate their activity with louder musical moments or speaking from the stage.
7. Sound and electric feeds are not available for video or tape recording.

### **Press: The Hartford Symphony Orchestra welcomes all members of the legitimate press.**

- Requests for coverage must be cleared with Ms. Eckenhoff no less than 2 hours before the concert start time.
- Members of press must be on assignment and have valid press credentials while on site.
- Press may shoot an average of 3 songs or 30 minutes, to edit down to 3 minutes.

### **Archival**

- The HSO may employ a photographer or videographer at their discretion. This information will be communicated to external venues prior to arrival or to the Concert Hall Theater Manager prior to doors opening.
- Archival photographer and videographers will observe all applicable local fire-code rules and regulations. For external venues, these should be submitted to Ms. Eckenhoff prior to arrival on-site.
- The archival photographer and videographers may capture images (visual and sound) of the audience or members of the audience. Attendance at the concert/event is considered permission to use that image for promotional and publicity purposes. Signage may be provided by the HSO to inform the audience of this and such signage should be placed, by the venue, in as many locations outside the audience chamber as necessary for all attendees to view it.
- The HSO archival photographer and videographers will service local venue requests for photographs through Ms. Eckenhoff or her designee.
- The venue or guest artist may provide an archival photographer only if the HSO is not providing one. This request must be submitted to Ms. Eckenhoff no less than seven days prior to the concert/event date. This time is necessary as permission has to be gathered from the musicians' union, conductors, guest artists and speakers. The venue agrees that the photographs and video taken are for publicity and promotional purposes only and will not be sold. The venue also agrees to provide Ms. Eckenhoff or her designee with copies, either in print or electronically, of all photographs and video taken.
- Archival photographers are allowed to remain in the theater for the duration of the event unless otherwise noted by Ms. Eckenhoff.

### **Audience**

At no time are members of the audience permitted to photograph with flash or record (audio or video) any performance or portion of a performance given by the HSO or members of the HSO.