Spencer Museum of Art: Guidelines for Filming in the Galleries

These guidelines are intended for student/artist/faculty projects for which the SMA serves primarily as a background setting. Please contact Celka Straughn, director of academic programs, to facilitate filming requests (email: straughn@ku.edu; tel. 785-864-0136).

For publicity/promotional video related to SMA exhibitions and events, please contact the external affairs department (Margaret Perkins-McGuiness, mpm@ku.edu; tel. 785-864-0141)

For student and faculty projects related to SMA exhibition or programming, please contact SMA photographer Ryan Waggoner (wag44@ku.edu; tel. 785-864-0134) to coordinate with the appropriate staff member regarding the exhibition or program.

Please note that all proposals are subject to review and approval. A checklist to use when submitting your request follows below these guidelines.

1. Provide the Museum a minimum of three weeks’ notice in order for staff to review, approve, and schedule an appropriate time period for the filming.
2. Provide the Museum with the name of the class, the instructor responsible for the project, and the number of people involved in the project. If filming is not for a specific class, please describe the purpose of the project.
3. Submit a brief storyboard (basic plan) that outlines the proposed locations in the Museum requested for filming, how it would unfold, as well as a general timeline and the equipment being used.
4. Briefly describe how the film footage will be used. Please note that the Museum has the right to approve or deny any additional usage not originally outlined.
5. In order to protect the safety of the collections, and the public, we ask that only hand-held equipment be used. No supplemental lighting is allowed. Under certain circumstances we may require that filming be scheduled on a Monday when the galleries are closed to the public.
6. Works on loan to the Museum from other institutions or private collections cannot be photographed or filmed.
7. Be aware that some of the works in the galleries are protected by copyright laws that may limit their use.

Thank you for your cooperation and your interest in working with the Spencer Museum of Art.
SMA Gallery Filming Checklist

Please fill out and submit with your request.

Date submitted:

Course Title:

Course Instructor:

Name of project leader (please include contact information):

Number of participants involved:

Names of other project participants and their roles:

Purpose of project:

Storyboard (brief)/Basic plan (including proposed locations in the Museum requested for filming, how it would unfold):

Proposed Timeline (dates and times for set-up and filming in the SMA):

Equipment to be used (please note, no supplemental lighting or tripods without special permission):

Plans for footage:

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