



Photography and/ or Film Project Proposal Form

Projects involving photography or film/video in the Museum are allowed with advance prior approval at least two weeks beforehand from Museum staff. Before a project is approved, a Photography and/or Film Project Proposal Form must be completed, and the proper signatures acquired. This form must be submitted digitally to suart@syr.edu at least two weeks prior to the start of the project.

After the proposal is submitted, Museum staff members communicate with the requestor to discuss the project and make a timely decision. Potential danger to works of art or people, scheduling conflicts, other events and workload that day, availability of staff to supervise the shoot, benefit to Museum or Syracuse University, additional security costs, potential for artwork to be moved, previous contact with the applicant, and any special circumstances will all be taken under consideration.

Date:

Name:

Email:

Project proposal (include the locations in the Museum you are interested in):

Describe the equipment you want to use and the number of people on the crew:

Date and time requested (please indicate any flexible options):

I have read the requirements and will comply with them while working in the Museum. If my project changes in any way, I understand that I must obtain advance approval before proceeding with the project.