



## MEDIA GUIDELINES FOR PHOTOGRAPHY/FILMING/TAPING

Thank you for your interest in The Sixth Floor Museum at Dealey Plaza. Our media policy is designed to accommodate the media while assuring a positive experience for our visitors and the safety of our artifacts.

1. ALL photography, taping, and filming must be coordinated and supervised by the public relations manager.
2. Please use our official name—**The Sixth Floor Museum at Dealey Plaza**—in all print and/or broadcast reports or any media.
3. There are no fees or permits required to film at the Museum. To film in Dealey Plaza, contact the City of Dallas Office of Special Events at 214-939-2701 or on-line at [www.dallasspecialevents.com](http://www.dallasspecialevents.com). Traffic control and street closures must be approved by the City of Dallas at the expense of the media firm.
4. Due to copyright restrictions, direct filming of individual photographs on the exhibit panels or of films is not permitted. Wide shots of the exhibits are allowed. To use any of the photographs or films shown in the Museum, contact the Registrar in writing at [registrar@jfk.org](mailto:registrar@jfk.org) for licensing information.
5. All electrical and telephone work must be approved by the public relations manager.
6. Because the Museum is housed in a 1901 building, it has limited electrical outlets. If additional lighting is required, please bring battery operated lights or extension cords. Due to preservation issues, certain artifacts may be filmed with available light only.
7. Please be respectful of our guests while you are here by not blocking exhibits, windows or video monitors.
8. Use of cell phones and/or walkie-talkies is prohibited inside the Museum galleries.
9. Guests may be interviewed only in the Visitors Center. Guests cannot be photographed, filmed, or interviewed while they are in the galleries. The Museum will waive this rule only if media has obtained all of the proper releases as stated below.
10. Media are responsible for obtaining all necessary releases from any parties filmed for use in its project. This includes all proper and necessary releases from both the school and the parents of any children under legal age. The media agrees to hold harmless and indemnify The Dallas County Historical Foundation DBA The Sixth Floor Museum at Dealey Plaza and Dallas County for any claims by third parties arising out of the use of their image for this project.
11. The sniper's perch on the sixth floor is one of our most important artifacts and is enclosed in glass to protect the floor and the windows. **We do not open the perch for filming.**
12. Filming out of adjacent windows is permitted although the windows cannot be opened.
13. Lasers, lights, ropes, etc. cannot be used from any of the windows on the sixth or seventh floors.
14. Props cannot be used.

15. Live broadcasts are permitted only by prior arrangement. Live broadcasts are not permitted in the galleries during regular operating hours, but may be done at anytime in the Visitors Center by prior arrangement.

As a non-profit institution, The Sixth Floor Museum at Dealey Plaza is supported primarily by ticket sales. With almost 400,000 visitors a year, there are always people in the Museum. If you wish to schedule a live broadcast or prefer to film without guests, you may request to film before and/or after regular operating hours of 10 a.m. to 6 p.m. Tuesday-Sunday and 12 p.m. to 6 p.m. Monday. The Museum is open every day except Thanksgiving and Christmas.

The Museum reserves the right to stop taping/filming at anytime if it is deemed necessary for the safety of our artifacts or the comfort of our guests.

B-roll video footage, stock photography, and digital images may be requested by contacting the PR manager at [media@jfk.org](mailto:media@jfk.org).

**I hereby acknowledge that I have read and will abide by the above-mentioned guidelines of The Sixth Floor Museum at Dealey Plaza.**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Media Organization** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Date(s) and time(s) requested for photography/taping/filming in Museum:**

\_\_\_\_\_

**When and where will this photography/footage be shown?**

\_\_\_\_\_

A notice confirming receipt and approval of this request will be faxed or emailed to you.