



## THE SIXTH FLOOR MUSEUM AT DEALEY PLAZA

### PRODUCTION GUIDELINES FOR FILMING/PHOTOGRAPHY

The Sixth Floor Museum at Dealey Plaza's production guidelines are designed to accommodate your needs while assuring minimal disruption to Museum operations and protecting our artifacts, exhibits and intellectual property rights.

#### GENERAL INFORMATION

1. All sessions must be coordinated and supervised by the Director of Institutional Advancement or a staff member in the Marketing Department.
2. The Sixth Floor Museum at Dealey Plaza is a non-profit institution, supported primarily by ticket revenue. Museum hours are 10 a.m. to 6 p.m. Tuesday-Sunday and 12 p.m. to 6 p.m. Monday. Filming/photography sessions must be conducted before regular business hours and must be scheduled in advance.
3. B-roll video footage (USB format) and non-historic digital stock images may be requested by contacting the Director of Institutional Advancement at [mollyf@jfk.org](mailto:mollyf@jfk.org).

#### CREDIT AND USE OF PRODUCT

4. The Museum's official name – The Sixth Floor Museum at Dealey Plaza – must be used in all print, broadcast reports, online postings and/or any other medium.
5. The images taken during the session may not be used for purposes beyond the project described in this form or sold for other uses without the prior written consent of the Museum.

#### FEES, PERMITS AND LICENSING

6. If applicable, fees may be charged for sessions, including but not limited to commercial photography and documentaries, features or short films. The attached Filming/Photography Registration Form must be completed and returned in advance.
7. To film in Dealey Plaza, contact Dee Castillo, Special Events & Film Coordinator for the City of Dallas Office of Special Events at 214-939-2775 or [dee.castillo@dallascityhall.com](mailto:dee.castillo@dallascityhall.com) or visit [www.dallasspeialevents.com](http://www.dallasspeialevents.com). Traffic control and street closures must be approved by the City of Dallas at your expense. The Dallas Film Commission may be able to offer additional assistance for commercial productions at [www.dallasfilmcommission.com](http://www.dallasfilmcommission.com).
8. To request use any of the photographs or films shown in the Museum, contact Rights & Reproductions in writing at [registrar@jfk.org](mailto:registrar@jfk.org) or online at <http://jfk.org/go/collections/rights-request>. A written license agreement from the Museum is required for any such use. Please note, the Museum does not possess the rights to all images but can often refer you to its rightful representative.

## CONDITIONS FOR FILMING AND TAPING

9. Due to copyright restrictions, filming or photography of individual photographs on the exhibit panels or of the exhibit films is strictly prohibited. In-context, wide shots of the exhibits are allowed.
10. All electrical and telephone work must be approved by the Director of Institutional Advancement.
11. The historic building has limited electrical outlets. If additional lighting is required, please bring battery operated lights or extension cords.
12. Due to preservation issues and lender restrictions, certain artifacts may be filmed with available light only.
13. If visitors are inside the Museum during your session, do not block exhibits, windows or video monitors. Disruption of normal visitor use is prohibited. Use of cell phones and walkie-talkies is prohibited during public hours.
14. Food and drinks are prohibited inside the Museum galleries.
15. Museum visitors may not be filmed or interviewed inside the galleries or Visitors Center without prior approval by the PR Manager.
16. The sniper's perch on the sixth floor is one of the Museum's most important artifacts and is enclosed in glass to protect the floor and the windows. **We DO NOT open the perch for filming.**
17. We do not open artifact display cases for filming or photography.
18. Filming POV angles looking out the windows near the sniper's perch and on the seventh floor is permitted. Windows may not be opened on either floor.
19. Lasers, lights, ropes, etc. may not be used from any of the windows on the sixth or seventh floors.
20. Special effects, animals, props and modifications to the gallery spaces are prohibited.
21. Live broadcasts are permitted only by prior arrangement. Live broadcasts are not permitted in the galleries during regular operating hours, but may be done in the Visitors Center by prior arrangement.
22. We reserve the right to read all scripts or portions of the script that correspond to the planned filming at the Museum before filming is scheduled.
23. No one outside of Museum staff and board members may represent themselves as being associated with the Museum.
24. The Museum reserves the right to deny a filming/photography request or to stop a filming/photography project at any time if it is deemed necessary for the protection of our artifacts and intellectual property rights or the comfort or safety of our guests.

## INDEMNIFICATIONS

25. 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 a school and the parents of any children under legal age. The media firm agrees to hold harmless and indemnify the Dallas County Historical Foundation d/b/a The Sixth Floor Museum at Dealey Plaza and Dallas County for any claims by third parties arising out of the use of any such images for this project.
26. The media firm agrees to hold harmless and indemnify the Dallas County Historical Foundation d/b/a The Sixth Floor Museum at Dealey Plaza and Dallas County for any claims based on personal injury or property damage resulting from accident or negligence by the media firm and its representatives.



THE SIXTH FLOOR MUSEUM  
AT DEALEY PLAZA

FILMING/PHOTOGRAPHY REGISTRATION FORM

I hereby acknowledge that I have read and will abide by the attached Production Guidelines for Filming/Photography at The Sixth Floor Museum at Dealey Plaza.

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

Name (print) \_\_\_\_\_

Organization \_\_\_\_\_

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

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

Country (if outside US) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Type of project (check one):      News Feature \_\_\_\_\_      Documentary \_\_\_\_\_

Other (describe) \_\_\_\_\_

Date(s) and time(s) requested for taping/filming in Museum (include time needed for setup/teardown)

\_\_\_\_\_

When and where will this footage be shown?

\_\_\_\_\_

# of crew members onsite: \_\_\_\_\_

Name and email/cell of onsite contact (if different from main contact):

\_\_\_\_\_

A notice confirming receipt and approval of this request will be emailed to you.  
Thank you for your interest in The Sixth Floor Museum at Dealey Plaza.

*Updated January 5, 2016*