

SPECIAL INSTRUCTIONS FOR FILM CREWS AND COMMERCIAL PHOTOGRAPHERS WORKING AT THE VANCOUVER MUSEUM

1. All requests and arrangements for filming and photography in the Gallery are to be confirmed in detail with the Museum's Executive Assistant, Curatorial and Conservation Departments prior to filming. These include space, time and subject limitations, copyright authorizations, power requirements, special prop requirements, entrance and exit routes and contact persons.
2. All areas to be filmed or photographed must be predetermined. If there are additional filming requests or requirements not previously agreed upon, Museum's Executive Assistant and Curatorial Department must be contacted for clearance.
3. All camera crews and photographers working inside the gallery are to be accompanied at all times by a Museum staff member.
4. Constant alertness is required to guard against mechanical damage to artifacts due to people or equipment accidentally hitting, scratching, knocking over or bumping artifacts and/or cases.
5. High light levels and overheating are major sources of danger to artifacts. **Top quality lights, 650 watts maximum, are to be used and must be provided with gel filters such as 3114 Rosco UV Filters** to remove maximum amount of ultraviolet wavelengths.

Any light stand or tripod must be kept at all times, two feet further than their own height from the nearest artifact. For example: a 6 foot light must be kept 8 feet from an artifact. Any stationary equipment more than eight feet tall must be either weighted with bags, or guarded by an attendant assigned to support it.

6. Lights are to be turned on only when taking light readings and actual filming. At all other times, non-gallery lights are to be turned off. Lights may not be directed against any artifact for longer than 10 minutes at a time.
7. All cords and wires running along the floor must be taped (except for the Orientation Gallery where floor mats must be used), matted, or guarded so that members of the public or crew do not trip and/or fall during the shoot.
8. No artifact may be touched or moved except by a qualified Museum technician, curator, conservator or preparator.
9. No member of the film crew may lean against, sit, kneel on or place any piece of equipment on any showcase, platform pedestal or dais that is used to display artifacts.
10. No smoking anywhere in the building and no food or drink allowed within exhibition spaces.
11. No other entrances other than the main entrance may be used without clearance from the Curatorial and Conservation Departments.