



CRYSTAL BRIDGES
MUSEUM OF AMERICAN ART

Revised: May 3, 2013

Photography/Videography Guidelines for Non-Profits

We are delighted that you are considering Crystal Bridges Museum of American Art as the location for your photos and/or videos. In order to promote the community and tourism to Northwest Arkansas, eligible non-profit organizations may be able to photograph or film within the museum if the result is a mutually compatible non-commercial purpose. To ensure a positive experience for you, while maintaining a pleasant experience for our many guests, please be aware of the rules and guidelines.

If your photo shoot may be achieved during regular operating hours, you will need to make a photography/videography appointment with the Communications department.

Appointment Procedure: Crystal Bridges must grant approval to perform any professional photography/video services inside the Museum and/or on the Museum grounds. Approval and one-hour appointments are available by advance reservation only. To request approval and schedule your photo/video session, call the Communications department at least **1 week prior** to the photography session. The Communications department may be reached via email at info@crystalbridges.org or telephone at 479.418.5717. Approval is determined on a case-by-case basis and appointments are set according to staff availability.

Photo Restrictions

- No flash photography is permitted in Museum galleries.
- External lighting sources may not be used.
- A staff escort is required for all filming/photography inside galleries.
- Please do not enter flowerbeds, plant displays, or mulched areas. Remain on the pathways and grassy turf at all times.
- No food or alcoholic beverages may be brought into the Museum.
- Do not disturb or remove plants or plant labels.
- Do not block the access to the entrance, pathways, or garden areas.
- Please do not touch the art on the grounds or in the Museum.
- As the Museum's installations and activities change often, please understand that Security may ask you to alter your plans.

If your photo shoot requires *special access during non-operating weekend or evening hours or the reservation of a rentable space*, then you will need to purchase a photography/videography permit through Special Events.

Permit Fee: Crystal Bridges requires a permit to perform any professional photography/video services inside the Museum and/or on the Museum grounds. Permits are available by advance reservation only. To schedule your photo/video session and to obtain a permit, call the Special Events department at least 1 week prior to the photography session. The Special Events department may be reached via email at specialevents@crystalbridges.org or telephone at 479-418-5788. Permit fee amounts vary depending upon the location and time allotment requested. See application for more information. Permits may be paid by Visa, MasterCard, American Express, Discover, cash, or check. Please note that permits are not always available due to other activities taking place at the Museum.

SOME FRIENDLY REMINDERS

We encourage you to visit Crystal Bridges and the Trails in advance at your leisure to scout locations for your photography/videography session. We ask all guests to help protect our natural areas by staying on the trails.

The Museum reserves the right to refuse admittance for photography/videography, and/or to change its photo policy without advance notice. In addition, the Museum's Security team may interrupt or restrict access at any time.

Crystal Bridges Museum of American Art
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