



Location Filming/Photography Request Form

Thank you for your interest in filming and/or conducting photography at the Albright-Knox Art Gallery, Buffalo, NY. Please note that processing time is approximately 4–6 weeks, and that incomplete information will result in delays.

Please complete this form and email it to amayer@albrightknox.org or mail it to:

Public Relations
Albright-Knox Art Gallery
1285 Elmwood Avenue
Buffalo, New York 14222-1096

Contact Information

Name _____ Title _____

Organization _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Country _____

Phone _____

Email _____

Please list the name of the person responsible for signing the contract if different from above:

Name _____ Title _____

Production Information

Is an Albright-Knox Art Gallery object to be used for special effect or story point? Yes No

In either case, to what degree will it be featured? _____

If any art object is to appear in the production, obtaining ARS or VAGA permissions and fees is the responsibility of the production crew.

Building, Architecture, and/or Property

Please indicate your preferred filming location(s) at the museum _____

Filming

Please indicate date and total time filming would take place, including set-up/break-down

Will location scouts be on hand to finalize location?

Equipment

Please describe the equipment and lighting you will use, including generators, trucks, trailers, catering, etc.

Please describe lighting and camera set-ups

Please indicate any other needs (including electrical, security, acoustic, etc.)

Crew Information

Primary Contact _____ Phone _____

Please estimate total number of crewmembers attending filming (including on-camera talent)

Please attach a list of the names and positions of all crewmembers who will be present at the filming.
(Indicate if freelance, and from where.)

Program Information

Title of Production _____

Please describe the general nature of the production _____

Please indicate whether commercial, television program, documentary, feature film, or other (specify)

Please indicate the type of release for the production (check all that apply)

Theaters Standard TV Cable TV Satellite TV

Other (please specify) _____

Will the production be made available on video, DVD, or other media for resale?

Yes No

If yes, what will be the suggested retail price in U.S. Dollars? _____

Do you have off-air plans for this project (digital, print, etc.)?

Yes No

If yes, please explain _____

Territory of distribution

Local Regional National World

What language(s) will the production be in? _____

Proposed Release/Air Date _____

Are you requesting rights for a one-time use of the image?

Yes No

If no, please explain _____

Important: In order to process your request, please note the following:

- The Albright-Knox Art Gallery will require a synopsis of the proposed film.
- A certificate of insurance is required before filming can occur on museum property.
- There will also be a broadcast/reproduction fee based on the amount of film coverage of the Albright-Knox's art objects.

Please feel free to supplement this form with other materials which may help us to evaluate your company's project.