# Location Filming/Photography Request Form

Thank you for your interest in filming and/or conducting photography at Albright-Knox Northland, 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Organization</td>
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| 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:

<table>
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<tr>
<th>Name</th>
<th>Title</th>
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## Production Information

Will a work at Albright-Knox Northland be used for special effect or story point?  
- [ ] Yes  
- [x] 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)  
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

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