

# OKCMOA

Oklahoma City Museum of Art

## Guidelines for Photography & Film

---

### Lights

- Light-sensitive materials (works on paper, plastics, photographs, and textiles) should be photographed or filmed using only existing gallery light. Auxiliary photo lamps and flash may not be used, without approval by OKCMOA Registration staff.
- Oil paintings, furniture, and polychrome sculpture may be photographed or filmed using auxiliary photo lamps, provided precautions are taken in the setup of the equipment as detailed below. Low heat and ultraviolet output lamps are recommended.
- In the case of composite artworks (more than one type of material), the most sensitive material determines the acceptable light exposure.
- OKCMOA Registration staff will identify when and where additional lighting may or may not be used.

### Setup and Breakdown

- OKCMOA staff will work with the photographer or videographer to design a safe setup of their equipment within the galleries and in relation to the artwork.
- Whenever possible, lamps and other equipment should be setup at least five feet away from any artwork, including display cases and furniture. No equipment is to be placed on top of display cases, platforms, or displayed objects, including furniture.
- Equipment stands should be secured with weights to prevent tipping.
- No collection objects may be moved unless approved and coordinated by OKCMOA staff.
- All extra or backup equipment (lights, cameras, tripods, storage racks, etc.) must be kept in an area designated by OKCMOA staff.
- Photographer or videographer is responsible for all equipment clean-up and removal at the completion of the shoot.

### Other Guidelines

- Photography and film crews must be accompanied by designated OKCMOA staff member(s) at all times.
- Care should be taken to avoid damaging floors, walls, and artworks.
- In the case of damage to an artwork, **DO NOT TOUCH** or attempt to handle the damaged artwork in anyway and immediately notify the OKCMOA staff member(s) who are present.
- Hair, makeup, and wardrobe must be completed in a designated area outside the galleries.
- The use of liquids, food, open flames, and other materials potentially hazardous to the artworks are strictly forbidden within the galleries.
- Access is limited to the agreed upon area(s), date(s), and time(s).
- Closed doors may not be propped or held open.