

# PLANNING ON TAPING A PERFORMANCE AT THE EISSEY CAMPUS THEATRE?

## READ THIS FIRST!

### VIDEO AND AUDIO RULES AND REGULATIONS FOR PALM BEACH STATE COLLEGE'S EISSEY CAMPUS THEATRE

As stated in the Eissey Campus Theatre Facility Contract Usage Policy - page 3, item #2 - video and audio recording is generally not permitted at the Eissey Campus Theatre. Any exception to this rule **MUST BE APPROVED IN WRITING PRIOR TO THE PERFORMANCE DAY BY THE THEATRE DIRECTOR - NO EXCEPTIONS!**

The following rules must be followed:

1. A waiver must be signed prior to the performance day by the representative of the corporation or person that has signed the rental contract to rent the theatre. **This is mandatory.**
2. Location of cameras will be at the sole discretion of the Technical Director in consultation with the Theatre Director and the Box Office Supervisor and will be in keeping with college fire code restrictions. **Arrangements MUST be made prior to the performance day.**
3. **If your videographer is not familiar with our space it is highly recommended that they show up during sound check. We do not provide adapters, cables, power strips, etc. to accommodate your videographer. Showing up 15-20 minutes before curtain and requesting technical assistance is not acceptable.**
4. Patrons attending performances are generally not permitted to use cameras, video or audio tape at the performance (an exception will be made for graduations and awards ceremonies). If recording is not permitted, please make sure your ticket buyers are aware of this and please print the following prominently in your program: ***The use of cameras, videos and recording devices in the theatre is prohibited. We will also play a house announcement before your event.***
5. Please see that anyone approved to videotape or use a camera in the theatre wears a name tag including the date they are permitted to be video/photographing. This is to assist House Management in knowing who should be using a camera in the theatre. Anyone without an identifying name tag will be stopped from using their camera or video in the theatre.

**EQUITY PRODUCTIONS:** A copy of the producer's agreement with Equity, stating the governing rules on videotaping, must be provided to the theatre with the signed rental contract. If an Equity waiver for video taping is required, a copy must be provided. Producer must provide theatre with a signed waiver from any Equity Guest Artists.

**Questions? Call the Theatre Director at (561) 207-5905**