



## MFA IMAGES - DIGITAL IMAGE RESOURCES

### Location Filming/Photography Request Form

Thank you for your interest in filming and/or conducting photography at the Museum of Fine Arts, Boston. Please complete the form and return it via fax or post mail. Please note that processing time takes approximately **4-6 weeks**, and incomplete information will result in delays.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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### Production Information

**A. Art Objects:** Indicate whether filming will include art object(s) and/or MFA property.

<b>Art Object #1</b> Accession No: _____ Title: _____ Artist: _____ Medium: _____
<b>Art Object #2</b> Accession No: _____ Title: _____ Artist: _____ Medium: _____
<b>Art Object #3</b> Accession No: _____ Title: _____ Artist: _____ Medium: _____
<b>Art Object #4</b> Accession No: _____ Title: _____ Artist: _____ Medium: _____
<b>Art Object #5</b> Accession No: _____ Title: _____ Artist: _____ Medium: _____

- ♦ Is an MFA object to be used for special effect or story point?  
In either case, to what degree will it be featured?

- ☐ yes ☐ no  
☐ prominently ☐ incidentally

### **B. Building, architecture, and/or property**

- ♦ Indicate preferred filming location at the MFA: \_\_\_\_\_  
\_\_\_\_\_

### **C. Filming**

- ♦ Indicate date and total time filming would take place **including** set-up/break-down: \_\_\_\_\_  
\_\_\_\_\_
- ♦ Will location scouts be on hand to finalize location? ☐ yes ☐ no

## D. Equipment

- ♦ Describe the equipment and lighting that will be used (including generators, trucks, trailers, catering, etc.):

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- ♦ Describe lighting and camera set-ups:

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- ♦ Indicate other needs (including electrical, security, acoustic, etc.):

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## E. Crew Information

- ♦ Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
- ♦ Estimate total number of crew members attending filming (including on-camera talent): \_\_\_\_\_

*\*Note: Please attach a list of the names and positions of all crew members who will be present at the filming. (Indicate if freelance, and from where).*

## F. Program Information

- ♦ Title of Production: \_\_\_\_\_

- ♦ Describe the general nature of the production:

☐ commercial    ☐ television program    ☐ documentary    ☐ feature film  
☐ other (please specify) \_\_\_\_\_

- ♦ Indicate the type of release for the production: (Check all that apply)

☐ Theaters    ☐ Standard TV    ☐ Cable TV    ☐ Satellite TV  
☐ other (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? (CD-ROM, electronic/internet, print, etc.)

☐ yes    ☐ no

If yes, 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 (1) time use of the image?    ☐ yes    ☐ no

If no, explain: \_\_\_\_\_

## **Important**

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

- The MFA will require a synopsis of the proposed film.
- A certificate of insurance is required before filming can occur on MFA property.
- If photo materials are required from the MFA, a rental fee will be charged.
- There will also be a broadcast/reproduction fee based on the amount of film coverage of the MFA's art objects.

Please feel free to supplement this form with other materials which may help us to evaluate your company's project. **Please fax this form to (617) 437-7471 or send it to the address below. For additional assistance, please contact:**

MFA Images - Digital Image Resources  
Museum of Fine Arts, Boston  
465 Huntington Ave.  
Boston, MA 02115

**Phone:** (617) 369-4338 | **E-mail:** [mfaimages@mfa.org](mailto:mfaimages@mfa.org)