



Museum of Appalachia

Professional Photography Policy

The Museum of Appalachia (hereinafter MOA) welcomes the opportunity to host professional photographers and their clients. We invest substantial resources each year to ensure that our Museum and the grounds are beautifully and historically maintained. MOA has become a popular backdrop for family, engagement, bridal and senior photos. In order to work more cooperatively with photographers and aid compliance of guidelines, the following policy has been implemented.

PROFESSIONAL PHOTOGRAPHY POLICY

- For the purposes of this policy, a Professional Photographer is defined as someone who is being compensated for photographs taken on MOA property.
- All photographers must sign in and out at the Gift Shop upon arrival and departure.
- Those who wish to use the grounds of MOA for commercial use are encouraged to join as members of the Museum at the **Photographer** level of \$150 per year. These funds directly support the maintenance and development of the MOA grounds.
- Benefits of this membership include:
 - **Museum of Appalachia Family Membership** – Unlimited scheduled visits to MOA for one year for two adults and dependent children under 18, and invitations to special events.
 - Scheduled access to the Museum grounds during regular business hours for photography shoots for one year.
 - Photographer contact information and website listed on the MOA's website.
 - Scouting prior to photo shoots is permitted and encouraged.
 - Photographers are welcome to bring a partner/assistant with them during scouting sessions and photo shoots.
- Membership must be current and renewed annually.
- Upon receipt of membership fees, an ID badge will be issued and must always be worn when working with clients on the grounds.
- Rates are available for those who may need a one-time photo session only, as opposed to a membership, at the rate of \$75.00 for two hours.

PHOTO CREDIT

- The MOA requires the location credit *Museum of Appalachia, Norris, TN* in all commercial uses of images taken at the Museum.

SCHEDULING PHOTO SHOOTS, MINI-SESSIONS AND ADDITIONAL INFORMATION

- Photography members must schedule all photo sessions at least 48 hours prior to arrival with a Museum Event Coordinator.
- Mini-sessions must be scheduled at least 5 days in advance with a Museum Event Coordinator. Photographers must provide their own assistants to help with mini-sessions; a minimum of one assistant is required.
- Please contact the Museum during regular business hours to check availability for scheduling a photo shoot or mini-session; include the number of guests, time of arrival and time of departure.

- The MOA reserves the right to deny access to the Museum and grounds for photography purposes to anyone (including members) if the photo shoot conflicts with other scheduled events. Those renting the grounds for special events receive priority.
- Photo shoots will take place during the regular Museum Hours; hours vary by season.

We appreciate your help in maintaining our standards and protecting both the museum grounds and historical structures while on the property.

Please contact Hannah Shoffner with questions, comments, and concerns by phone, (865) 494-7680 or by email at hannahshoffner@museumofappalachia.org

GUIDELINES

When on the Museum's premises, we ask that you honor our photo policy, which reflects our commitment to protecting the aesthetics, beauty, and historical nature of our Museum. The MOA maintains the right to adjust these policies in specific instances to protect the best interests of the Museum.

- Photographers will be held accountable for themselves as well as their clients while working on the grounds.
- Photographers and clients must stay on walkways or grass at all times.
- Please do not open and/or enter through any gates or areas that have been roped off, closed, chained or locked.
- Access to fenced areas and areas housing animals are restricted.
- Please respect MOA property by not climbing over the split rail fences or on trees for photos.
- Please be respectful of all visitors and other photographers by not restricting access to any part of the Museum.
- Photographers assume full responsibility for their property while on MOA grounds.
- Please do not leave any props or equipment unattended.
- We ask that while on MOA grounds your group upholds the integrity of our facility in dress, actions, and content of photographs.
- Photographers and clients may not go inside the Grist Mill or Cantilever Barn for photo shoots.
- Failure to adhere to guidelines may result in the termination of photography privileges.

HOW TO SCHEDULE A STANDARD PHOTOGRAPHY SESSION

Contact Hannah Shoffner at hannahshoffner@museumofappalachia.org or call 865-494-8670 at least 48 hours in advance to schedule the photo shoot or mini-session. A standard photography session includes one client. If your photo shoot includes more than one paying client, it is considered a mini-session and will need to be scheduled following mini-session guidelines.

HOW TO SCHEDULE A MINI-SESSION

Mini-Sessions must be scheduled a museum event coordinator. Please contact Courtney Beard by calling 865-494-7680 or emailing hannahshoffner@museumofappalachia.org. Photography members must bring their own adequate staffing to assist with clients included in their mini-session. *The Museum of Appalachia will not be responsible for coordinating mini-session guests.*



Museum of Appalachia Photography Membership Form & Contract

Name: _____

Business
Name: _____

Street
Address: _____

City, State &
ZipCode: _____

Phone: _____ Cell Phone Business Phone

Email
Address: _____

Website/
Social Media Address: _____

Please sign, date, and return this form along with your annual membership fee of \$150.

I hereby agree to the conditions listed in the professional photography policy of the Museum of Appalachia and understand that any failure to adhere to this policy may result in forfeiture of membership privileges.

Signature: _____ Date: _____

Membership Fee may be submitted by check to: *Museum of Appalachia, PO Box 1189, Norris, TN 37828*
Or call us at 865-494-7680 and make your payment by credit card.

Please e-mail the photo you want to use on your membership badge to
hannahshoffner@museumofappalachia.org

FOR OFFICE USE ONLY

Membership Valid Until: _____ Number of Badges Issued: _____

Photography Membership Contract accepted by: _____