

TO: All 2009/2010 Producers and Directors

FROM: Conejo Players Executive Committee

ADDENDUM: GUIDELINES FOR ARCHIVAL VIDEOGRAPHY

The Executive Committee has consulted with regard to the guidelines for archival videography. GUIDELINES FOR ARCHIVAL VIDEOGRAPHY include, but are not limited to:

- Productions can and should be filmed for archival purposes, and copies may be made available to the cast, crew and staff of every production. However, no profit may be made from the "sale" of production videos by either the Videographer or the theatre. Any fees charged should be no more than reimbursement for materials.
- The Secretary of the Board of Directors must be provided with a copy for archival purposes.
- All setup must be separate from the production and may not involve the stage manager or crew who normally have their own assigned tasks.
- Permission from the production Stage Manager must be obtained if there are any technical needs for videography including, but not limited to, mic setup, power cables, etc.
- Power cables (or any type of cables) may not be run across the floor anywhere in the auditorium. However, if filming from the back row, an extension cord may be run over the edge of the tech booth, along the back wall, and behind the seats directly to the camera.
- Any additional microphones used must be wireless. No additional mic cables may be run.
- No additional lighting or camera lighting is allowed.
- Productions may elect to film from the tech booth or from the auditorium.
- IF FILMING FROM THE TECH BOOTH, the Videographer must coordinate with the Stage Manager in advance of the performance with regard to setting up, where to be stationed, etc. Filming must not interfere with normal production.
- IF FILMING FROM THE AUDITORIUM, the following guidelines must be followed:
 - Shows may only be filmed from the auditorium on nights where there are not more than 120 patrons expected.
 - The producer and/or Videographer must check in with the Box Office staff in advance to check seating capacity / availability.
 - You may only use a SINGLE CAMERA setup.
 - You may film from either the back row or the aisle.
 - IF FILMING FROM THE BACK ROW:
 - Cameras must be all the way to House Left or House Right, NOT CENTER (as this obstructs the main entryway to the back row).
 - Director's comps must be used to reserve no more than 2 seats on one side or the other.
 - IF FILMING FROM THE AISLE:
 - You must use a monopod system, rather than a tripod, to ensure the equipment is out of the way of the patrons.
 - You may not block the aisle; the monopod setup should be done adjacent to the pillars/arches.

Any questions, clarifications or concerns should be directed to the Executive Committee in advance.

And remember:

KEEP BOARD OF DIRECTORS APPRISED.

The Board needs to be informed of any aspect of a production which may impact or alter the normal routine operation of the theatre.

Thank You!



Shawn W. Lanz
Executive Producer, The Conejo Players