



FILMING AND PHOTOGRAPHY POLICY

We at Art Works believe that using photos of our supporters, guests, and volunteers of all ages in our print and web publications fosters a greater sense of community. Photography and video help Art Works display the vibrancy and joy of our community's support for the arts. We use photos to enhance the quality of our online materials, for publicity and fundraising, and to further our efforts in artist outreach and donor support. Art Works does not contact individuals to notify them when their image is used; however, Art Works will never post images with identifying information, such as name, email address, address, or family members' names, without soliciting additional permission from the subject(s) directly. No compensation is provided to anyone included in images or video taken at Art Works events.

As a valued participant in Art Works events, you have a right to opt out of inclusion in photographs/media, but unless a Photo Release Opt-Out Form is signed and on file with Art Works including a reference image of the person(s) opting out (including minors), your participation in Art Works activities and events implies permission for the use of images and video taken at those events. The Opt-Out Form must be accompanied by a current photo of you (and/or your minor children) in order for us to ensure compliance with your wishes.

Even after you submit the Opt-Out Form, you should endeavor to alert photographers should you see someone in your vicinity taking pictures so that you are not accidentally captured in crowd shots. While Art Works can direct those it employs to film or photograph its events, we cannot prevent others attending Art Works events from taking and using their own photographs.

PHOTOGRAPHY RELEASE OPT-OUT FORM

I **do not** authorize Art Works, its officers, employees, or agents, to use video or photographs of (check one or both) **me and/or** **my minor children** in whole or part for news, promotions, advertising, websites, social media, or any other purpose. I further affirm that I have read the Filming and Photography Policy on the reverse side of this Form and am familiar with its contents. I have provided a picture of **myself and/or** **each of my minor children** to be used as reference to ensure my exclusion from any images or recordings used by Art Works. At Art Works events, I will notify photographers in my vicinity that **I and/or** **my minor children** do not wish to be photographed.

In signing this Form, I understand that, if **my and/or** **my minor children's** image is inadvertently captured, Art Works will make all reasonable efforts to remove such image from any media used for the purposes stated in the Policy.

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

I hereby confirm that I am the Parent or Guardian of the following children and opt them out of Art Works' Photography Release:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Signature: _____ Date: _____

Return this Form and reference photos of each person opted out by e-mail to: admin@artworkseagan.org or by mail to:

**Art Works
Attn: Operations
3795 Pilot Knob Rd.
Eagan, MN 55122**