



FILMING AND PHOTOGRAPHY GUIDELINES

Filming, photographing, and videotaping within the premises of the Museum of Islamic Art (MIA) and all its temporary exhibition spaces require proper planning and oversight because of the risk of damage to the museum's property and collection.

The potential of damage by moving equipment, installing cables, and using actors and extras is significant and must be given careful consideration by all parties involved with these activities.

The protection and preservation of the works of art is of utmost importance. MIA therefore requests everyone who films or takes photographs in the galleries to consider the special nature of the museum's collections and make necessary alterations to their normal working methods.

Lighting cannot be used inside the galleries to avoid damaging the works of art. If lighting is required, a MIA curator must be present to supervise. Light wavelengths below 400 nanometers (ultraviolet) and above 700 nanometers (infrared) should be eliminated from the light sources because they can damage or shorten the life of the works of art.

Radiant heat from photo lamps can also damage works of art and can cause localised changes in relative humidity. Heat absorbing filters and heat transmitting reflectors must be used to reduce the heating effect of lights on objects. Relative humidity and temperature should remain constant during filming. The camera crew is responsible for making sure that their equipment conforms to these guidelines.

MIA Operations and Security must approve all filming and photography requests before they can be scheduled.

Please review the following guidelines and submit a Filming and Photography Request Form at least one week in advance of your scheduled shoot date.

1. Extended filming and photography must be scheduled on Tuesdays, the only day when MIA is closed to the public. Shoots less than one hour long may be scheduled on weekdays at a predetermined time, in coordination with MIA Operations and Communications departments. Filming in galleries is not permitted when the museum is open. **Filming and photography appointments will not be scheduled on Fridays and Saturdays. Filming permission is granted at the discretion of MIA.**
2. A complete crew list, along with a copy of each member's valid ID (e.g. Qatar ID or passport) is required at least 72 hours prior to filming or photography appointment to facilitate security and access into the museum.
3. The equipment will be checked on the day of the shoot to ensure that requirements are met.
4. Works of art and their bases may not be touched or handled in any way.



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5. Wherever possible, available light must be used. When additional lighting is necessary, this should be limited to the shortest possible time. Lights should be turned off at all other times. Only indirect light bounced off a reflector is to be used on works of art. It is essential that absolutely no heating of any work occur.
6. To prevent overheating of surfaces during shooting, the maximum period of illumination on any object must not exceed more than 10 minutes at a time, with a 10-minute rest period between lightings. Total lighting on any object cannot exceed 150 foot-candles or 1,500 lux at its surface (this excludes light sensitive objects).
7. Screens must be used on tungsten, incandescent spot, or floodlights to control heat and protect works of art from flying glass as a result of exploding bulbs. UV filters must be applied over all light sources.
8. Flash units must be at least six feet from the object being filmed/photographed, and from adjacent objects. Flash units must be filtered to absorb all radiation wavelengths shorter than 380 nanometers.
9. Light stands, tripods, cables, and other equipment must be handled with great care around works of art. Stands that are positioned within a distance where they could possibly fall onto any work of art must be secured with sandbags or designated personnel to hold them in place. All lights, equipment, and crew must maintain a six-foot distance from all artifacts.
10. Electrical cables, tracks, and dollies are not permitted in the galleries.
11. The use of actors, models, or extras during filming and photography should be indicated in advance on the Filming and Photography Request Form. A separate room away from the galleries can be reserved for their use. At no time, should make-up, hairspray, etc. take place outside this designated area. Public bathrooms cannot be used as dressing or make-up areas.
12. MIA will provide a qualified staff member to supervise any incidental filming and photography of any temporary exhibition or permanent collection installation. Production work shall cease immediately in the event of unauthorised people touching or moving any work of art.
13. Under no circumstances will food, drink or smoking be permitted in the galleries or the temporary exhibition area.
14. MIA will not be responsible for any additional costs incurred by filming and photography within its premises and temporary exhibition spaces. The use of security staff, the set up or removal of exhibition furniture, and the installation or removal of objects are examples of such expenses. Any additional costs will be identified in advance by the MIA Operations.



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15. MIA will not be held responsible for any injuries or casualties to any member of crew during filming and photography within its premises or temporary exhibition spaces. It is strongly advised that all crew observe necessary precautions to avoid such unfortunate incidents.
16. Editorial control: MIA may exercise its right to editorial control over filming and photography performed within its premises or temporary exhibition spaces, and to request copies of any footage and photographs taken for archiving purposes. Please be advised that all content filmed on our property is subject to our review or approval before publication.
17. Dress code: Kindly, be dressed appropriately when you enter this government and culturally sensitive building. No shorts or short skirts, sleeveless shirts or very low cut blouses. This applies to all staff, crew, and people being photographed or filmed.
18. For extra power requirements or equipment needs, please refer to MIA Contractor and operational requirements document. Requests for use of MIA 3 phase need prior approval and is subject to availability. For this QMA would need the provision of a full equipment list and total load requirement and type.

Yes, I understand and agree to all terms and conditions of filming at MIA:

Signature

Date
