



# Museum of Appalachia Professional Photography Policy

The Museum of Appalachia (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.
- 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:
  - Access to the Museum grounds during regular business hours for photography shoots for one year.
  - The photographer's contact information and website will be listed on the MOA's website.
  - A **Museum of Appalachia Family Membership** – Unlimited visits for a year to the Museum for two adults and children under the age of 18 and invitations to special events.
  - 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 should be worn at all times when working with clients on the grounds.
- Rates are available for those who may need a one-time photo session as opposed to a membership at the rate of \$75.00 for two hours.
- All photographers must sign in and out at the Gift Shop upon arrival and departure.

## 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 in advance with a museum event coordinator. Photographers must provide their own assistants to help with mini-sessions. At least one assistant is required.
- Please contact the museum during regular business hours to check availability for scheduling a photo shoot or mini-session. Please 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 Courtney Beard with questions, comments, and concerns by phone, (865) 494-7680 or by email at [courtneybeard@museumofappalachia.org](mailto:courtneybeard@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 locked or chained off.
- 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.
- Please do not leave any props or equipment unattended on any walkways. Photographers assume full responsibility for their property while on MOA grounds.
- We ask that while on MOA grounds your group upholds the integrity of our facility in dress, actions, and content of photographs.
- Access to fenced areas and areas housing animals are restricted.
- Photographers and clients may not go inside of the Grist Mill or Cantilever Barn for photo shoots.
- Failure to adhere to photography guidelines may result in the termination of photography privileges.

### How to schedule a standard photography session:

Contact Courtney Beard at [courtneybeard@museumofappalachia.org](mailto:courtneybeard@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 at [courtneybeard@museumofappalachia.org](mailto:courtneybeard@museumofappalachia.org) or by calling 865-494-7680. 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

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

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

Business  
Name: \_\_\_\_\_

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

City, State &  
ZipCode: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Website or Social Media Address:  
\_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Membership Fee may be submitted by check made out to Museum of Appalachia and mailed to P.O. Box 1189, Norris, TN 37828 or over the phone with a credit card by calling 865-494-7680.

Please e-mail the photo you want to use on your membership badge to [courtneybeard@museumofappalachia.org](mailto:courtneybeard@museumofappalachia.org).

## FOR OFFICE USE ONLY

Membership Valid Until: \_\_\_\_\_

Number of Badges Issued: \_\_\_\_\_

Photography Membership Contract accepted  
by: \_\_\_\_\_