Photography Guidelines for DCP Productions

* All productions need someone to take headshots and a selection of publicity photographs. Headshots are due to the Marketing Coordinator no later than one week before opening. Publicity photos (on set and in costume as much as possible) should be sent to the Marketing Coordinator no later than 2 weeks prior to opening to be included in the media release.
* The name of the photographer should be given to the Marketing Coordinator.
* The photographer should be listed in Production Staff in the program.
* The production may also designate a photographer to take official production photos during dress rehearsals, including Member Preview.
* Photos may not be taken during public performances, and nobody other than the designated photographer may take photos during Tech Week.
* Casual backstage and un-costumed rehearsal photos may be taken and shared by cast and crew prior to Tech Week.
* Access to the photos should be given to the Marketing Coordinator and the Social Networking Administrator for publicity use, and a CD/DVD of the photos should be given to the Marketing Coordinator for the DCP archives.
* In accordance with the DCP Social Media Guidelines, official production photos MAY NOT be posted anywhere by anyone other than the Marketing Coordinator or the Social Networking Administrator.
* A production is free to use any photographer. The Marketing Coordinator can provide names.
* Should an external photographer be used, the Photography Contract with DCP Theatre must be signed by both the photographer and the Producer of the show, and a copy given to the Secretary.