WOFFORD COLLEGE POLICY
COMMERCIAL PHOTOGRAPHY/VIDEOGRAPHY
AND NEWS MEDIA PHOTOGRAPHY/VIDEOGRAPHY
Office of Communications and Marketing
August 2012

The following policies pertain to commercial photographers, videographers and members of the news media.

Commercial photographers or videographers and news media must request permission to photograph or videotape on the college grounds, even when photographing members of the campus community or alumni. All such photography/videoography must be coordinated through the News Services staff of the Office of Communications and Marketing by contacting Laura Corbin, director of news services, at 864-5976-4180 or laura.corbin@wofford.edu. (See note below regarding coverage of athletics events and events hosted by outside parties.)

This includes photographers/videographers hired for engagement photographs/video, wedding portraits/video and family photographs/video. Photography and video taken on the date of an on-campus wedding duly scheduled through the Office of Campus Ministry is permitted without additional permission from the Office of Communications and Marketing; these activities will be approved and/or monitored by the Office of Campus Ministry as appropriate.

The News Services staff is responsible for coordinating the appropriate date, time and location of commercial photography/videoography, taking into account other on-campus events, such as weddings, student gatherings, Homecoming and Commencement events, and other such events. Commercial photography/videoography cannot interfere with or disrupt any such campus events.

The staff will inform the Office of Campus Safety when commercial and/or news media photography and/or videography has been approved, indicating the time, date, location, duration and purpose of such activity.

Anyone observing unescorted photographers or videographers, including members of the news media, operating on campus – whether outside or inside buildings – is asked to immediately notify the News Services office (x4180) or Campus Safety Office (x4911).

Photography and videotaping are prohibited in residence halls. Photography and videotaping inside any other campus building must be approved by the News Services staff and photographers/videographers must be escorted by an appropriate staff person. This requirement includes news photography and videography.

Any campus personnel who duly contracts for photography or videography should notify the News Services office and the Campus Safety Office of their presence and will be responsible for providing the appropriate escort where necessary.

Photographers or videographers who are under contract with the college or a sanctioned campus organization must display appropriate identification and/or credentials, and must produce such
identification and/or credentials when requested by a member of the Office of Communications, Campus Safety Office or member of the President’s Cabinet. Photographers or videographers who fail to produce appropriate identification and/or credentials may be asked to leave the campus immediately. This includes, but is not limited to, photographers/videographers engaged on behalf of fraternities and sororities to document their events and activities. Copies of contracts between these organizations and the photographers must be provided to the Office of Communications before the date of these events.

Wofford restroom or other facilities may not be used as dressing or preparation areas, except as approved for day-of preparations for duly scheduled wedding through the Office of Campus Ministry.

As a private institution, Wofford reserves the copyright/trademark on all of our buildings and grounds, and commercial photography/videography of these features must be licensed through Licensing Resource Group (LRG), Wofford’s licensing agent. Contact Debbi Thompson in the Office of Alumni and Development. Any offer for sale or sale of such photography/videography must be approved. Such photographs/video may not be used for advertising or other commercial purposes.

Photographers and videographers, including news media, for athletics events must follow the procedures and guidelines set forth by the Athletics Department. Contact Brent Williamson, assistant athletics director for media relations, at x4093 or williamsondb@wofford.edu for details or permissions.

Photographers and videographers, including news media, on campus for events being hosted by outside parties (example, the Republican Presidential Candidates Debate in November 2011), will abide by policies and procedure established by those outside parties in collaboration with the Office of Communications and Marketing as appropriate.

None of the above policies is intended to prohibit or hinder our faculty, staff, students, alumni or members of the general public from photographing or videotaping on campus for their personal use, so long as doing so does not interfere with campus activities or personnel.

For questions regarding these policies and procedures, contact Laura Corbin, director of news services, at x4180 or laura.corbin@wofford.edu.