

WOFFORD COLLEGE POLICY COMMERCIAL PHOTOGRAPHY/VIDEOGRAPHY AND NEWS MEDIA PHOTOGRAPHY/VIDEOGRAPHY

Office of Marketing and Communications

Updated April 2024

This policy is intended to regulate the activities of commercial and news photographers and videographers.

Photographers/videographers wishing to conduct activities on Wofford College's campus must make their requests to:

Director of Communications

Office of Marketing and Communications (OMC) NewsDirector@wofford.edu

Policies:

- Photography/videotaping are prohibited in campus residence halls.
- Photography/videotaping inside any other campus building must be approved by the director of communications, and photographers/videographers must be escorted by a designated staff person.
- The use of yards or porches of private residences on campus is prohibited without specific approval from the director of communications. These homes are: the Kilgo-Clinkscales House (Dean's Home), the President's Home or the Carlisle-Wallace House (home of the dean of students). See the Campus map attached or at <https://www.wofford.edu/campusmap>.
- Photography/videography also is prohibited at the Stewart H. Johnson Greek Village, including the Richardson Family Pavilion, during the academic year; during the summer months, permission must be granted by OMC. (Exception are photographers/videographers contracted on behalf of campus Greek organizations or those working with the Office of Marketing and Communications.)
- Photographers/videographers may not disrupt any campus activity.
- Photographers/videographers must carry appropriate identification/business cards and must show identification when asked by campus personnel.
- Photographers/videographers under contract with the college or a sanctioned campus organization must display identification and/or credentials and must produce identification and/or credentials when requested by a member of the OMC, Office of Campus Safety or a senior administrator. This includes, but is not limited to, photographers/videographers engaged on behalf of fraternities and sororities. Copies of contracts between these organizations and the photographers must be provided to OMC before the date of these events.
- Wofford restrooms or other facilities may not be used as dressing or preparation areas, except as approved for day-of preparations for duly scheduled weddings through the Office of Campus Ministry.

- Vehicles are not allowed on sidewalks, grass or streets on Wofford's campus; please park in designated parking lots.
- As a private institution, Wofford reserves the copyright/trademark on all of our buildings and grounds, and commercial photography/videography of these features intended for sale must be licensed through Learfield Licensing, Wofford's licensing agent. Contact marketing@wofford.edu for more information. Any offer for sale or sale of such photography/videography must be approved.
- Photographs of Wofford buildings or grounds may not be used for advertising or other commercial purposes without written permission of the vice president for marketing and communications or the director of communications.

Special notes:

- Photographers, videographers and reporters making requests for athletics events must follow the procedures and guidelines set forth by the Athletics Department. Contact media relations at 864-597-4093 or athletics@wofford.edu for details, credentials or permissions.
- Photographers and videographers, including news media, on campus for events being hosted by outside parties will abide by policies and procedures established by those outside parties in collaboration with the Office of Marketing and Communications as appropriate.
- Wedding photography/videography conducted on the day of the wedding scheduled on campus through the Office of Campus Ministry is exempt from these policies, except for the provisions prohibiting the use of residence halls, yards/porches of private residences and indoor photography, except for the location of the ceremony; and the provision prohibiting the use of photographs/videography for advertising purposes.
- Individuals and groups using the campus for high school prom or formal event photos should respect the campus community and follow the pertinent guidelines above. As a reminder, photography is limited to the grounds. No photographs in buildings. Several people live on campus, and their lawns, porches and drives are off limits. Park in designated visitor or unmarked parking spaces. No parking on Campus Drive.

Drones/UAS or similar crafts:

The use of drones on the Wofford campus, whether for photography/videography or not, must be approved by the Office of Marketing and Communications.

Specific drone/UAS policies can be found
<https://www.wofford.edu/about/news/media-center>.