

# Boston Public Library

## Filming Application

The recording of a library program provides the opportunity to widely promote a program and engage broad public awareness and interest. Permission will only be given to record library-initiated programming. Please refer to the *Procedures for Filming of Public Programs* document and submit the *Filming Application* to the Exhibitions and Programming Department at [programs@bpl.org](mailto:programs@bpl.org).

Applications must be submitted **one month** prior to the date of the program.

For the policy on personal photography (including wedding photography) and commercial or creative filming, please contact the Events Office at 617.859.2212 or [events@bpl.org](mailto:events@bpl.org).

### Contact Information

Full Name: \_\_\_\_\_ Date of application: \_\_\_\_\_  
*First Last*

Sponsor/producer for the project: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address City Zip Code*

Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Program Information

Library program of interest: \_\_\_\_\_

Date program occurs: \_\_\_\_\_ Time of program: \_\_\_\_\_

Please provide a detailed description of filming project, including how materials will be utilized, where content can be publicly viewed, and extent of filming:

---

---

---

---

Please list the equipment you wish to bring:

---

---

---

---

What is your anticipated arrival time?

---

**Additional Information**

Have you previously filmed a program at the BPL?                      Yes      No      If yes, what and when

Would you be willing to help promote the program?                      Yes      No      If yes, in what way?

Will you be working with other organizations, such as community groups, universities, or other non-profit organizations?                      Yes      No      If yes, whom?

How did you hear about this program? \_\_\_\_\_

**Submission**

I have read *Procedures for Filming of Public Programs* and request to film the described library program at the Boston Public Library based on full understanding and acceptance of the procedures. If this application is approved, I will assume personal responsibility for the discipline and reasonable care of the Library therein during my organization's use of the space in connection with this application.

Applicant's Signature: \_\_\_\_\_

Please return to [programs@bpl.org](mailto:programs@bpl.org) or by mail to Programs Librarian, Boston Public Library, 700 Boylston Street, Boston, MA 02116. Applications must be submitted **one month** prior to the date of the program.