

## **GUIDELINES FOR FILM / VIDEO / PHOTO AND COMMERCIAL PRODUCTIONS AT MYSTIC SEAPORT**

Thank you for considering Mystic Seaport as a location. The following guidelines and procedures are intended to ensure a smooth production for the visiting company. Attention to preparation before the scheduled shoot will help guarantee success for everyone.

### **I. PROJECTS CONSIDERED**

Preference is given to feature, documentary and news productions that depict Mystic Seaport in an educational, historical or tourism context. Commercial productions are evaluated based on the nature of the project, its subject, distribution method and the manner in which the Museum is represented.

### **II. COSTS**

In addition to a location fee, productions can anticipate the following costs:

1. There is a mandatory, hourly fee for a Mystic Seaport Project Coordinator who will supervise all projects on the Museum grounds.
2. Other Museum support staff may be necessary to the production including curatorial staff, carpenters, electricians, painters and boat wranglers. Be advised staff time will be sold to you as requested, but also as needed as determined by Mystic Seaport. Support staff is billed at an hourly rate.
3. The production company and Mystic Seaport will work together to determine security needs for the set to ensure the safety of the public and the Museum's grounds and collections. Additional security costs will be sold as requested, but also as needed as determined by Mystic Seaport. Security is billed at an hourly rate.
4. Mystic Seaport can provide consulting professional staff with historical and maritime expertise, billed at an hourly rate.
5. Photography collection, film & video stock footage or still photo research, reproduction, and licensing fees.
6. On-camera talent and extras may be available and are negotiated separately.
7. Museum personnel will be paid directly by Mystic Seaport.

8. Ships, boats, costumes, props, machinery, office and storage space may be available and are negotiated separately.
9. On-grounds catering/craft services must be arranged through Coastal Gourmet, Mystic Seaport's food service partner.

### **III. LOGISTICS**

Between the months of May and November, all indoor productions and most outdoor productions will be done in the early morning hours or evening when the Museum is not open to the public. January through April, filming work is more flexible. Vehicles have limited access to Museum grounds. Mystic Seaport's Location & Production Coordinator will work with the production to create a schedule of activities which will be agreed upon by both parties in advance.

### **IV. CREDIT**

Mystic Seaport must be credited in narration or on-screen credits as specified in the location agreement. The Museum requests that the production company send 3/4 or 1/2 inch video tape copies or (finished) still photographs of the final production for our archives.

### **V. APPLICATION PROCEDURE**

1. To initiate a film or photography project at Mystic Seaport, submit a proposal, based on the attached application, 90 days in advance of your anticipated start date. Please be specific. Mystic Seaport will respond in writing, including a location fee quote, within two weeks.
2. Once permission is granted, an on site planning meeting will be scheduled.
3. Mystic Seaport will provide a location agreement which *must* be signed and returned with payment in full before any on grounds activity or shooting can take place.
4. The production company should be prepared to provide proof of insurance of at least \$2 million or more, as determined by Mystic Seaport.

**APPLICATION FOR FILM/ VIDEO / PHOTOGRAPHY PRODUCTIONS  
AT MYSTIC SEAPORT**

Please submit:

1. A resume of your professional experience and references. Please include location references from your prior film making experience as well as bank and credit references.
2. Treatment, script and/or storyboards with reference to what scenes will be shot at what location at Mystic Seaport.
3. A specific shooting schedule for your time at the Museum. Please include:
  - number of days and hours, including set-up time and wrap time
  - a shot list, specifying interiors or exteriors of specific ships, buildings and exhibits
  - number, description and flow of vehicles and equipment
  - power requirements
  - props, extras and costumes you would like to rent from Mystic Seaport.
4. A crew list, either actual people or a list of positions along with a schedule for hiring.
5. Other amenities you require: office space, warehousing, machinery, parking, catering, holding and VIP areas.
6. Requirements regarding stock footage or still photography from Mystic Seaport's Film & Video or Photography collection.
7. Distribution and/or marketing plan.

Please submit to:

Sarah Spencer, Locations & Productions, Mystic Seaport, 75 Greenmanville Ave., PO Box 6000,  
Mystic, CT 06355-0990.

Phone: 860.572.5309

Fax: 860.572.5326,

e-mail: [sarah.spencer@mysticseaport.org](mailto:sarah.spencer@mysticseaport.org)

June 2010