



**WOFFORD COLLEGE POLICY
COMMERCIAL PHOTOGRAPHY/VIDEOGRAPHY
AND NEWS MEDIA PHOTOGRAPHY/VIDEOGRAPHY
Office of Marketing and Communications
Updated April 2017**

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:

Laura Corbin
Director of News Services
Office of Marketing and Communications (OMC)
laura.corbin@wofford.edu
Phone: 864-597-4180
Cell: 864-809-8963

Policies:

- Photography/videotaping are prohibited in residence halls.
- Photography/videotaping inside any other campus building must be approved by the Director of News Services staff, 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 News Services. 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 http://www.wofford.edu/uploadedFiles/Wofford_map_download.pdf.
- 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 or videographers contracted on behalf of campus Greek organizations.)
- Photographers/videographers may not disrupt any campus activity.
- Photographers/videographers should carry appropriate identification/business cards and must show identification if 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, Campus Safety Office 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 the 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 Licensing Resource Group (LRG), Wofford's licensing agent. Contact Debbi Thompson in the Office of Alumni and Development at thompsondn@wofford.edu or 864-597-4208 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 News Services.

Special notes:

- Photographers, videographers and reporters making requests 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 864-597-4093 or williamsondb@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.

FOR THE COLLEGE'S POLICIES REGARDING THE USE OF DRONES OR SIMILAR CRAFTS, CONTACT LAURA CORBIN AT LAURA.CORBIN@WOFFORD.EDU OR 864-597-4180.