

CHEYENNE FRONTIER DAYS™ OLD WEST MUSEUM MEDIA ACCESS FORM

Thank you for your interest in covering the Cheyenne Frontier Days™ Old West Museum. Please complete the following form 36 hours prior to your shoot to facilitate your filming request. If you are planning on shooting during Cheyenne Frontier Days™, (July 21-30), we kindly request that you fill out the form before that date so we can be sure to accommodate your requests.

Contact Information

Name: _____
Media Organization: _____
Email: _____
Phone: _____

Filming Details

Proposed Date of Filming: _____
Proposed Start Time: _____
Estimated Duration of Filming (Please Limit to One Hour if Possible): _____

Content Information

The subject of Filming (please select one or multiple as needed):

- Art Exhibition
- Museum Exhibit
- Other, please specify: _____

Is this filming for a promotional effort in conjunction with the CFD Old West Museum?

- Yes
- No

Do you have a preferred backdrop for the filming?

- Yes, please specify: _____
- No

Agreement

By submitting this form, you agree to adhere to the following guidelines:

1. The Museum is primarily an educational institution. Please respect the interests and experiences of our guests.
2. Please be aware that as an active, public educational institution, the Museum cannot guarantee the absence of background noise caused by guests. All visitors

are permitted to engage in reasonable, respectful noise levels inherent in a museum setting.

3. Filming must not disturb the experience of the guests, prevent guests from accessing public areas, prevent guests from creating noise reasonable for a museum space, or require the Museum to make any accommodations outside of maintaining enough space for the filming crew and providing admission for the purpose of filming content.

4. Filming within regular hours (9:00 am - 5:00 pm on regular business days, 8:00 am - 7:00 pm during Cheyenne Frontier Days™) will not incur additional charges. Filming outside of these hours will incur a \$100 fee per hour to compensate our staff for overtime. Fees a

5. Any filming sessions that exceed one hour inside the Museum's galleries will incur an overtime fee. For shoots that need to go over this duration, the Museum can provide our conference room for the use of filming. These fees will be \$100 for the first 30 minutes and \$250 for each following 30 minutes, paid to the Museum prior to departure.

6. All filming equipment must be placed and removed within the specified time period.

7. All equipment and crew members must adhere to designated areas during the filming.

Signature

Please type your full name below to signify your agreement to the guidelines:

Full Name: _____

Date: _____

Thank you for your time in completing this request. We will review it and respond as soon as possible. If you have any questions or concerns, please email our marketing coordinator at hannah.butterfield@oldwestmuseum.org or call 307-778-1420.

Thank you for your cooperation and interest in Cheyenne Frontier Days™ Old West Museum. We look forward to working with you.