



# COURTYARD THEATRE

## CHIPSTEAD PLAYERS

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### The Chipstead Players' Photographic Policy

The following guidelines should be adhered to for the protection of: photographers, photographic subjects and the reputation of the theatre.

#### **General Guidelines**

No photographs are to be taken without the permission of the Production Assistant.  
No photographs should be taken in dressing areas.

There are 3 recognised categories of photographs related to productions:

1. Headshots/group shots for the board and programmes
2. Dress rehearsal photographs
3. Informal rehearsal photographs

All of these 3 categories of photograph should be collated and then circulated amongst cast and crew by the Production Assistant. Subsequently, the photographers are responsible for the deletion of all production images from their own equipment. Following a production, the dress rehearsal photographs will be stored on a hard drive entitled The Chipstead Players' Photo Archive, currently maintained by Anne Thorn.

#### **Production Assistant Guidelines**

- Ensure that cast members, and if applicable their parents, understand that this policy applies to all photographs taken in rehearsals.
- Images which are taken should not be uploaded to social media without the express permission of all those in the picture (or their parent/guardian if the subject is under 16 years of age.)
- Specifically regarding productions involving young cast members, these guidelines should be read in conjunction with the Chipstead Players' Child Protection Policy.