

PHOTOGRAPHY & VIDEOGRAPHY POLICY

Please review the photography and videography information available at <https://www.dixon.org/photography-policy> before scheduling a photo shoot. All shoots must be scheduled.

- All shoots must take place during regular museum hours. The Dixon is open to the public Tuesday through Saturday, 10am to 5pm and Sundays, 1pm to 5pm; on the third Thursday of every month, the Dixon is open late, until 8pm. The Dixon is closed to the public on Mondays. Availability may vary based on events and other activities on property. The latest a shoot may be scheduled is 4pm (or 7pm on Third Thurs.) to ensure groups are done and out by closing time.
- Wedding portraits of any kind, *excluding* engagement photos, for non-Dixon weddings are not allowed on days when a Dixon wedding is scheduled.
- All use of photography/video taken at the Dixon for promotional or commercial use must credit *Dixon Gallery and Gardens*. Please tag the Dixon and/or include the Dixon as a location when posting photos on social media.
- Pets, excluding service animals, are not allowed on property and may not be used in shoots.
- Photographers/videographers and their guests must use pathways and grassy areas when traveling the property and posing. No posing/standing/sitting on statues or garden structures or in flower beds, staff-only areas, or anywhere that is clearly not a pathway or open green space. No outdoor exhibitions, plants, furniture, or equipment can be removed, moved, altered, or covered.
- Shoots may only take place in the gardens (and Conservatory greenhouse, as space allows); they are not allowed inside any buildings.
- The Dixon does not provide spaces for guests to change clothing or do hair/makeup. If you have questions about this, please include this in your photo scheduling inquiry.
- Participants involved in shoots must dress and pose appropriately—no excessive displays of skin, no changing outfits in the gardens/in public, and no suggestive poses. The Dixon reserves the right to end shoots if deemed inappropriate.
- Please be aware of and respectful of museum visitors as well as other photography/video shoots while on property. Do not block pathways and garden areas for long periods of time.
- No “pop-up” wedding ceremonies allowed during photography/video shoots. Please contact the Venue Rental Coordinator to schedule your special event.
- Please be aware that Dixon plantings and outdoor exhibitions are subject to change throughout the year and the Dixon is not responsible for how this may impact your shoot.
- Drones and similar technology must be approved in advance and approval is not guaranteed.
- Props and backdrops must be approved in advance and approval is not guaranteed.

Please sign and return this form (Dixon Gallery and Gardens Photography & Videography Policy) to one of the admissions check points by the day of your photo shoot. All photographers will be required to submit this signed form at least once per year, or any time a new version has been released.

_____ (Signature)

_____ (Printed Name)

_____ (Company Name)

_____ (Email Address)

_____ (Date)

_____ on behalf of the Dixon

_____ (Date)

If you need to cancel or reschedule your shoot due to inclement weather or an unforeseen circumstance, please call the main Dixon line at 901-761-5250 during regular museum hours for the fastest response.

Dixon office use only:

Has photographer been added to Photography Policies on File document? Yes, on _____ (date)

**Dixon Gallery and Gardens – 4339 Park Avenue – Memphis, TN 38117
www.dixon.org – 901-761-5250 (phone) – 901-682-0943 (fax)**