

# Press Policy

This document is based on the agreement between BECTU and the Edinburgh Festival Administration. It lays down the agreed rules regarding technicians' rights with regard to filming in Festival venues. This agreement will form the basis of our Press policy.

## General Filming During Rehearsals and Performances

If there is to be a film crew present during a rehearsal or show the Press Office, Technical Manager, or Production Manager will advise the Venue Stage manager as to the nature of the recording to be made.

All recordings have to be cleared by the Press Office to ensure the appropriate arrangements and payments are made. Unless the recording crew is accompanied by a member of the Press Office or venue staff have been informed by the Technical Manager, Production Manager or Venue Manager that the crew has permission to record, venue staff will assume the filming does not have permission and will contact the Venue Manager, who will contact the Press Office.

If the filming is for archival footage, and is a stand-alone/handheld camera that does not need any additional support from the technical team, then no facility fee is payable.

If the filming is a recording of a full production that requires the support of Assembly technical staff and/or a link to the tech desk, such Assembly staff as are required to be actively engaged in the recording process shall be paid £25 per hour in addition to all other payments due under this agreement for the hours worked. The number of Assembly staff that are actively engaged in the recording process will equal the number of Assembly operators in the venue. The payment of £25 may cover recording at more than one performance of a production at the discretion of the Technical Manager. In these instances, where possible, a single 13A supply and, if appropriate, a line level XLR feed from the desk will be supplied.

There shall be no additional payments in respect of time during which cameras and other recording equipment may be present during rehearsals and production calls unless extra work is required, wherein the minimum payment of £25 will be payable to those Assembly staff supporting the filming process.

Companies who have their own operators will not be charged a facility fee, unless extra work is undertaken by Assembly staff or in exceptional circumstances as left to the discretion of the Technical Manager.

Companies bring in or hire equipment at their own risk. If due to any unforeseen circumstances the recording doesn't take place, Assembly Festival will not be liable for compensating the companies but will seek to rearrange filming when possible.

Any enquiries concerning the use of recording equipment within a venue shall, in the first instance, be directed to the Technical Manager.

## External Filming Companies

A number of our visiting companies have been approached in the past by groups offering the service of archive filming in our theatres. Performing companies will be charged a facility fee, as per the guidelines above (wherein all Assembly staff that are actively engaged in the recording process will be paid £25 per hour on top of all other payments due).

While we don't endorse these film companies in any way we have no real objection to this filming taking place subject to the following restrictions.

1. The set up and strike of the film equipment must not interfere with the normal running of the venues in any way
2. The film company's activities will not interrupt or delay the schedule of the theatre in any way
3. Any equipment must be carefully positioned so as not to impede the view of any member of the paying audience and all equipment **must** be moved if requested at the discretion of the Technical Manager
4. Trailing cables must be made safe and should be laid neatly in a way that does not endanger the members of the public

5. Where possible, a single 13A supply and, if appropriate, a line level XLR feed from the desk will be supplied.

If there is any indication that the activities of the film company are likely to disrupt the smooth running of the theatre please contact the duty technical manager immediately.

### Broadcast Filming

If the filming is for news, current affairs or arts magazine program slot of under two minutes broadcasting time, then no facility fee is payable, as long as no undue extra work is required.

If any Broadcast call will film a longer, substantial part of the rehearsal or performance (as left to the discretion of the press office), Assembly technical crew will be paid £25 for each hour or part thereof during which recording takes place, in addition to their normal hourly rate in force.

### Special Calls Out With Scheduled Performances

In exceptional circumstances, an additional payment of £25 will be payable to those Assembly staff whose normal work patterns have increased substantially or who have been asked to do more than would normally be required, at the discretion of the Technical Manager. This would be applicable if the artist or TV Company requested something other than general rehearsal working. If more than one TV Company is present and recording during the same session, then a payment shall be made in respect of each such company.

If it is a special call (not a scheduled production rehearsal), the minimum call for crew is for four hours. The fee will be at the discretion of the Technical Manager. If more than one TV company is present and recording during the same session, then a payment shall be made in respect of each such company.

No shows should be live streamed during August (this includes on social media outlets) unless by prior arrangement with Assembly Festival. Technical Facilitation Fees will still apply.

### Press Launch

The Assembly Gala Press Launch, organised by the Assembly Press office, presents a slightly different scenario as the purpose of the Press Launch is to showcase Assembly festival.

The items filmed for broadcast should be under 3 minutes duration, or as agreed with the Press office.

The film crew will be allowed into the theatre up to an hour before the start of the press launch to set up their equipment.

In these circumstances no facility fee is payable to Assembly crew.

### Press Tickets

Press tickets will be taken out of the performing company's allocation when filming is taking place. This is to ensure there is space in the venue for the camera and operating crew, and is especially key in smaller venues and shows that are near selling out. This applies to all filming, including Broadcast.

Your full cooperation in this matter is appreciated.