

REQUESTS FOR PHOTOGRAPHS, INTERVIEWS, SURVEYS

Thank you for your interest in Children's Hands-On Museum. We are a wonderful museum of discovery, creativity, and curiosity, and often the site of special assignments and projects for students. Because it is so popular we have found it necessary to establish guidelines for using the museum and interacting with our young visitors. As our business is children, we are very careful to protect the privacy of the thousands of children and families who visit. We also have group field trips, members and tourists who visit Children's Hands-On Museum on a regular basis. Frequently children are here for supervised visits through court requirements, and often parents do not wish to have images of their children used by third parties. Even for school field trips we require teachers to sign releases in advance and/or identify those children who may not be photographed when confirming plans. And of course, for press we require press credentials upon arrival at CHOM. Press interviews must be prearranged.

For student assignments including photographs, video, audio, surveys, or interviews at CHOM you will need to provide the following information with enough advance time for the Executive Director to complete a confirmation of your assignment with the class instructor no fewer than 10 days prior to the project date desired.

Requirements for class assignments involving photographs, video, audio, interview questions, and surveys:

1. Statement of intent for use of material: this must include your full name and signature; permanent address; your name, email address, and phone number for us to contact you. If you prefer mail, include a mailing address.
2. Class assignment information including course name, course number, the name of the instructor and their complete contact information, including direct email and phone number. The Executive Director will contact the instructor for confirmation of your assignment. (If you have the syllabus you may provide that.)
3. If the project is approved by the Executive Director after confirming details you will be asked to provide student ID and driver's license for us upon checking in, which we will copy and file. In addition, before taping we have a photo permission form that you and the visitors who are involved will need to sign. That form will remain at CHOM along with the other information. Should you have an additional form that is required by your instructor you will need to also have that signed, or if you need a copy of signed forms we will copy them for you

Request may be sent by FAX, left at the Front Desk, mailed, or emailed.

Direct all requests to: CHARLOTTE GIBSON, EXECUTIVE DIRECTOR

Mailing Address: Children's Hands-On Museum
ATTENTION Charlotte Gibson
2213 University Blvd.
Tuscaloosa, AL. 35401

Email Address: charlotte@chomonline.org

Fax: (205) 349-4276