



## **MEDIA POLICY**

### **Credentials**

Media credentials are required for complimentary admission to the Center. The Marketing & Public Relations Manager will issue all media credentials. A minimum of one week advance notice for print and three days advance notice for television is required. Credentials will be issued to and honored for working members of the media only and not family members and / or guests.

**Use of media credentials for non-media purposes and / or distribution of media credentials to non-working members of the media, family members and / or guests will result in immediate loss of media credential privileges throughout the current fiscal-year performance season.**

Credentials are subject to review by Marketing & Public Relations Manager and may be allocated as needed.

The Marketing & Public Relations Manager will distribute the credentials to editors and reporters a minimum of one week in advance of the day of the performance. Credentials are valid for the performance date only and may be picked up at the Center's ticket office at the Will Call window. Credentials will be filed at the Will Call window under last name first, first name last.

Requests for additional credentials after the advance notice window will be considered on an as-needed basis and are subject to review by the Marketing & Public Relations Manager. The direct line to this office is 209-338-5061.

### **Freelance Reporters / Photographers**

Freelance Reporters and Photographers will NOT be issued media credentials unless a proof is provided from news organization to include a letter from news director, editor or similar authority. No business cards are accepted.

### **Media Parking**

The Gallo Center for the Arts does not provide parking for the Media; however there is ample street parking near and around the performing arts facility.

### **Media Entrance / Admission**

Credentialed media representatives must enter through the Center's front entrance and should arrive at least one hour prior to curtain. Upon arrival, please report to the ticket office and ask for the Front of House Manager who will be contacted to grant you access through the theater. Credentialed media must have their badge visible at all times cleared by the Marketing & Public Relations Manager. No photography of any kind is permitted until *after* checking in with Front of House Manager.

After hours admission will require call in advance notice and will be organized through the Marketing & Public Relations Manager during business hours. The direct line to this office is 209-338-5061.

### **Photo Policy**

Credentialed media granted access to take photographs during a performance will be escorted to their assigned area by the Marketing & Public Relations Manager and / or Front of House Manager. Photographers must remain in this designated area; clear of obstructing views of Center guests. (See Maps) Credentialed media are permitted to take photographs during the first two numbers ONLY, unless otherwise permitted by the Marketing & Public Relations Manager. Use of flash photography is prohibited.

## **Interviews**

All requests for interviews for headlining artists should be directed to the Marketing & Public Relations Manager in writing at least one month in advance of the performance date. Due to the artists' routing and tight calendar schedules, interviews will primarily be conducted via telephone. Requests for in-studio appearances, live stand-ups, and one-on-ones will be handled on a case-by-case basis. All interviews are subject to approval by the artists' management and respective publicity departments that are not affiliated with the Gallo Center for the Arts. All interview requests may be submitted in writing to [pr@galloarts.org](mailto:pr@galloarts.org).

## **Theater Policies**

Credentialed media should never be blocking or distracting from a paying patrons view of the performance. In the event that a patron complains GCA Management may ask you to choose another location that is not distracting to the patronage. All emergency exits need to be accessible at all times. Please do not block general pathways or exits. Any media that fails to abide by the following guidelines will be asked to leave the house at the discretion of GCA management.

## **Mary Stuart Rogers Theater (See Maps on Pages 3-4)**

### ***Floor 1***

R1 door, left of the inner entrance or where the side stage meets the carpeting close to the wall.  
R2 door, right of the inner entrance or where the side stage meets the carpeting close to the wall.  
A single shot may be taken at the end cap of row A in the orchestra section at either side of the theater.

### ***Floor 2***

R3 door, behind the handicapped seats close to the wall.  
R4 door, behind the handicapped seats close to the wall.

### ***Floor 3***

R5 door, behind the handicapped seats close to the wall or in the far left corner at the top of the stairs against the wall.  
R6 door, behind the handicapped seats close to the wall or in the far right corner at the top of the stairs against the wall

## **Foster Family Theater**

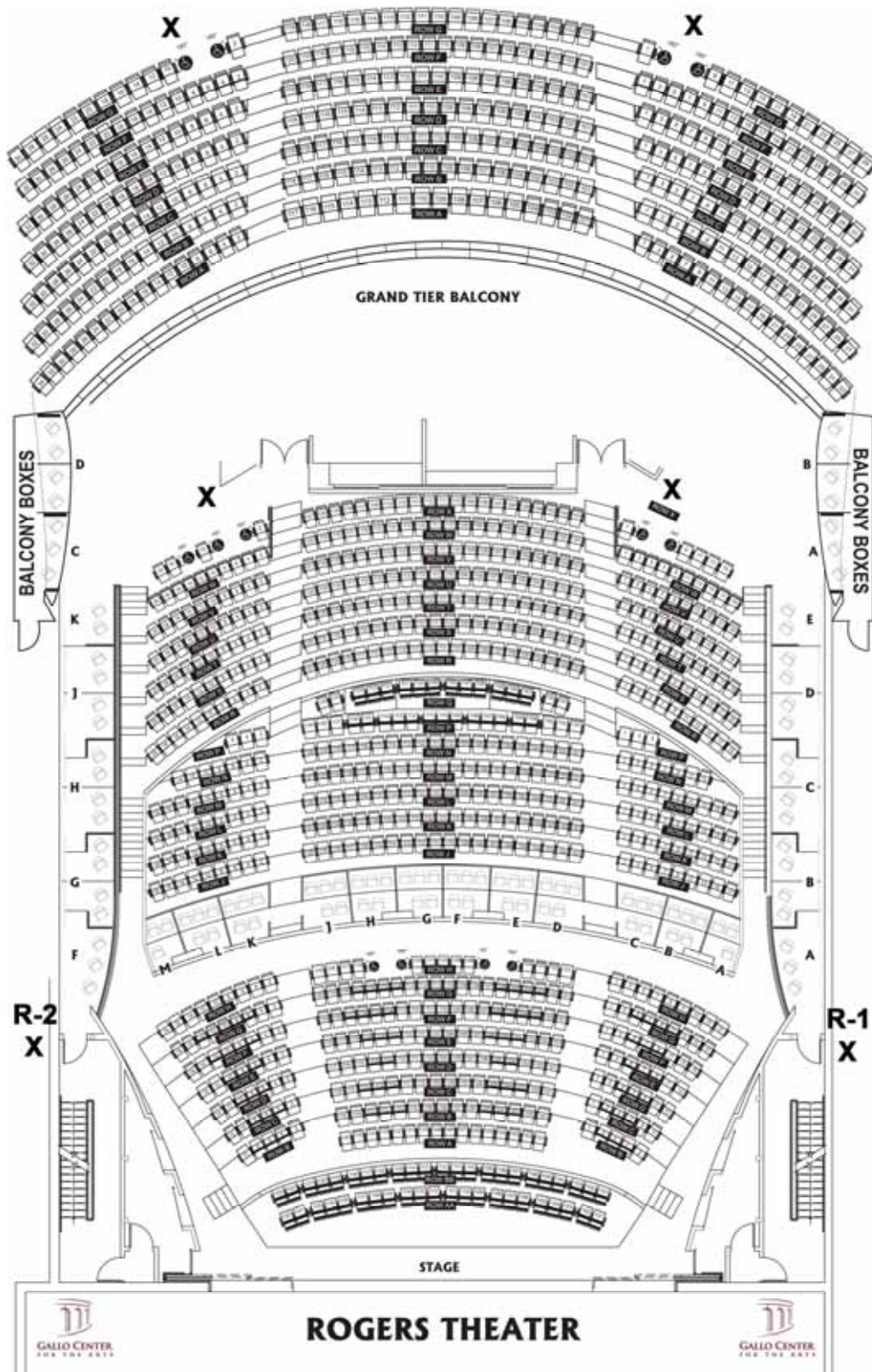
### ***Floor 1***

F1 door, left of the inner entrance or where the side stage meets the carpeting close to the wall.  
F2 door, right of the inner entrance or where the side stage meets the carpeting close to the wall.  
A single shot may be taken at the end cap of row A in the orchestra section at either side of the theater.

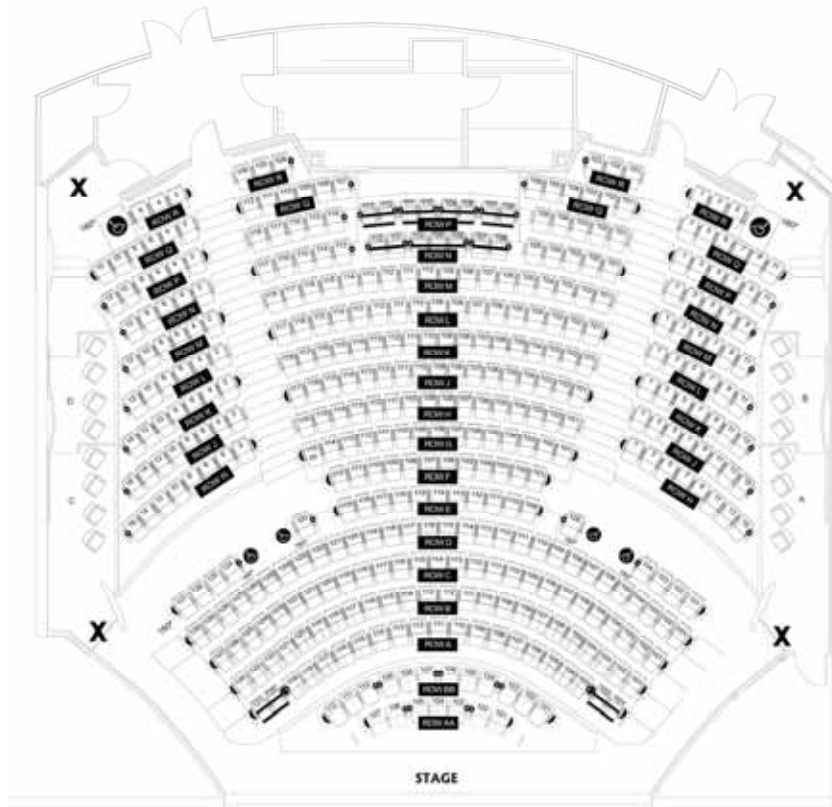
### ***Floor 2***

F3 door, far left hand corner of the theater at the top of the steps before the box seats and against the wall.  
F4 door, far right hand corner of the theater at the top of the steps before the box seats and against the wall.

**THEATER MAPS**



**THEATER MAPS**



**FOSTER THEATER**