

Media Guidelines for Press DRAFT DRAFT DRAFT DRAFT

LACC welcomes journalists, reporters, radio personalities, photographers, film crews, and other members of the traditional news media at our campus and events. These guidelines serve as rules of engagement to protect our attendees while sharing stories from these events and LACC with public audiences.

Who are considered members of the media?

Media include anyone acting in a journalistic capacity, which can include full time reporters and journalists, student journalists, or anyone who takes actions to broadcast the event to a wider audience, including posting on social media.

Photography and Filming

Filming and photographing for public consumption of any kind anywhere within LACC and events on the LACC campus is allowed at the discretion of LACC's Media Relations Department. Most filming and photography require advance permission. LACC reserves the right to refuse or revoke permission to film or photograph for any reason.

To apply for filming or photography permission, email Shaena Engle, LACC Public Relations Manager at engles@lacitycollege.edu.

In addition to following all LACC guidelines, film crews and photographers must also follow the city's fire safety and union regulations.

Any filming and photography cannot disrupt academic or student activities, damage or alter campus property, inappropriately use the LACC logo, or disrupt traffic, parking or pedestrian pathways or create other safety hazards. Filming, interviews and photography of students, alumni and attendees of events require a photography and video release and agreement from parties being filmed, interviewed or photographed.

LACC policy prohibits:

Filming and photography on campus for commercial purposes other than for campus marketing.

Any filming or photography in areas marked with signs indicating no photography or filming.

Professional photographers or filmmakers on campus without appropriate liability insurance.

Filming and photography on campus about subjects not directly related to LACC.

Filming and photography outside of normal business hours, Monday – Friday, 8am to 5pm, and when offices are closed.

Drone and unmanned flying vehicles by campus visitors.

Filming in libraries, classrooms and laboratories is prohibited without prior permission from LACC Media Relations.

Wedding and portrait photography.

Student Journalists and Students Working on LACC's Social Media Team

Student journalists and students working on LACC's Social Media Team who post on Instagram, Facebook and Twitter accounts need to follow the above media guidelines and the following procedures:

Contact the organizer of the event which you are covering at least one week in advance to discuss any limitations, media guidelines, photography exceptions, etc.

Check in with the organizer of the event when you arrive at the event.

Adhere to all guidelines set by the organizer of the event.

If there are any questions/concerns regarding this process, please contact Shaena Engle, LACC Public Relations Manager, at 213.200.4728.