

# Filming/Photography Requests

## STANDARD OPERATING PROCEDURE

### PURPOSE

Establish procedures and guidelines for airport personnel utilization in order to ensure proper notification, permits, escort procedures and security requirements are met for filming and photography requests at the Jackson Hole Airport.

### OVERVIEW

Commercial or non-profit filming and still photography at the airport, both landside and airside require prior approval, notification and authorization before permission is granted. Airport Operations, ([operations@jhairport.org](mailto:operations@jhairport.org)) and the Airport Security Coordinator, ([jake.sperl@jhairport.org](mailto:jake.sperl@jhairport.org)), must be made aware of any requests for filming and photography on the airport property. The notification must include:

- Contact name, email and phone number
- Reason for the request
- Date and time of filming, or photo shoot
- Number of people that will need escorted
- Area, airline, aircraft, people, equipment or other item being photographed.

Once notification has been received by an Operations Officer the Filming Notification Form must be filled out in VEOCI. This should be on the website when the site is updated; and at that time the form can be filled out by the individual requesting permission.

### REQUIREMENTS

#### Grand Teton National Park

**All videoing** by people other than a general visitor requires a permit - commercial or non-profit. **Photography** is different. If a prop/model/crew/set is used, a permit is required. If a photographer - commercial or non-profit - is shooting by themselves or with one other person and has no other equipment, they do NOT need a permit. **A permit is always required if the camera person (video/still) is in a restricted or closed area (an area that the general public cannot be in).** Airside on the airport will always require a permit. GRTE requires a minimum of 2 weeks to have an application and other supporting documents submitted prior to granting approval.

**Proof** – A permit is always issued and it is required to be available for review (hard copy or electronic) by any person of authority that requests it.

The primary contact for filming/photography request at GRTE is Terry Roper: [terry\\_ropер@nps.gov](mailto:terry_ropер@nps.gov), phone number (307) 739-3473. Secondary contact is Matt Selleck: [matt\\_selleck@nps.gov](mailto:matt_selleck@nps.gov) or (307) 739-3470.

#### Airlines

Any request for the filming or photography of aircraft, passengers or equipment must obtain approval from the airline management via e-mail. The e-mail must be copied to Airport Operations and the Airport Security Coordinator.

For American Airlines contact Penny Robinson at: [penny.robinson@aa.com](mailto:penny.robinson@aa.com) or Perry Kas at: [perry.kas@aa.com](mailto:perry.kas@aa.com).

For United Airlines contact Donald Graham at: [lance.bursch@skywest.com](mailto:lance.bursch@skywest.com) or Jen Brewer at: [jennifer.brewer@united.com](mailto:jennifer.brewer@united.com).

Original Date: August 11, 2017

Revision Date: \_\_\_\_\_

Assistant Director/Operations Approval: \_\_\_\_\_

For Delta Airlines contact Donald Graham at: [lance.bursch@skywest.com](mailto:lance.bursch@skywest.com) or Leon Dreier at: [leon.c.dreier@delta.com](mailto:leon.c.dreier@delta.com).

Escorting responsibilities and requirements and procedures will be determined by the air carrier, however Airport Operations personnel may be providing the escort as outlined in the e-mail granting approval.

### General Aviation

Any request for the filming or photography of aircraft, passengers or equipment on the General Aviation ramp must obtain approval from the FBO manager Keaton Brown at: [keatonbrown@jhaviation.com](mailto:keatonbrown@jhaviation.com). The e-mail must be copied to Airport Operations and the Airport Security Coordinator. Escorting responsibilities and requirements and procedures will be determined by the FBO, however Airport Operations personnel may be providing the escort as outlined in the e-mail granting approval.

### Landside Only

Landside request must meet Grand Teton requirements for filming and have the GRTE permit if required. The Filming Request Form in VEOCI must be filled out to provide notification to Operations and the Airport Security Coordinator.

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