

## Guidelines for Media, Film Crews and News Reporters at Lakeview Pantry

1. Any film, interview or audio recording of Lakeview pantry's clients, volunteers, or staff may only be done with the permission of Lakeview Pantry's Director of Development and within a specific timeframe that is agreed upon in advance. Lakeview Pantry Staff should be present at all times, unless previous exceptions have been made. Please note our facility space is very small so please consider the comfort of our clients when choosing which equipment to bring.
2. Communicate with staff when and where you'd like to film or interview and define what your story or angle will focus on. Our staff can often save you time and effort by identifying particular people who fit a certain criteria. Our staff is knowledgeable about issues which surround poverty and will be happy to share information, statistics and perspectives.
3. Any and all film or recording (audio, video, written) can only be performed with the implicit permission of Lakeview Pantry's clients and volunteers while they are on the premises. Staff will be happy to facilitate obtaining this permission for you. We insist that any person who does not want to be filmed is respected in this matter. This not only means that we expect editing of non-participants, but we also expect that cameras, microphones, etc. will not be pointed at those who do not wish to participate. Please be as inconspicuous as possible. Every effort you can make to help our clients and volunteers feel comfortable and in control will be greatly appreciated.
4. Taking photos or film of the exterior of our facilities, people entering or leaving our building or anonymous 'group shots' must still comply with the guidelines above. Even if your film and editing crew promise to keep people's identifying features obscured, such filming (when done without consent) can make people feel very uncomfortable. It is essential to Lakeview Pantry's mission that our clients feel respected and that a high degree of privacy is maintained.

Thank you in advance for your cooperation.

Please give Lakeview Pantry advance notice of at least 72 hours for all media visits/requests.

Our main media contact:  
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Director of Development  
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