

WESTMINSTER ABBEY TV/FILMING CONSERVATION GUIDELINES

Westminster Abbey requires programme makers to follow conservation guidelines to help ensure that the historic fabric of the building is protected. Westminster Abbey reserves the right to stop filming if the historic objects are in danger of being damaged. The Conservation Department is available to provide help and advice from earliest planning through to the end of the project and will accompany crews in more sensitive areas.

Programme makers will be supervised by Abbey Press/ Marshals/ Conservation staff at all times to ensure that guidelines are followed.

Equipment and Set-up:

- Equipment must be carried not dragged or rolled along the floor: trolley wheels must be soft rubber.
- Nothing may be physically attached to Abbey property or contents without prior agreement with conservator or curator.
- No eating or drinking in any part of the Abbey.
- No equipment or bags placed on or leant against monuments or walls.
- Low tack tape must be used where necessary but never stuck to monuments, wall or across grave memorials in the floor.
- Floor-mounted equipment must have soft-tipped or taped feet to prevent scratching floors.
- No movement or use of historic objects without approval of conservator or curator.
- Storage areas: only agreed areas may be used and monuments and historic furniture may not be used to hold or store any equipment.
- Protective form may be obtained from the Conservation Department.

Electrical and Lighting Equipment:

- Cable-free equipment is preferred.
- Electric cables must be kept to the edge of public areas and cable protectors used.
- Cameras on jibs must be kept away from the Abbey fabric and monuments and all track/dolly/ jib requirements must be approved in advance by Conservation.
- Monitors/ equipment must be located away from historic fabric.
- Lighting must not be placed near sensitive material including tapestries and paintings – and the conservator must give advance approval if lighting is required for this type of object.

Clean up:

- The site must be left clean and tidy and all rubbish removed.
- If any damage is caused Abbey staff must be informed immediately.
- Spillages and damages are best dealt with immediately to minimise permanent damage.