## Media Contacts & Guidelines

All media requests for interviews and information, including all phone and e-mail requests, photography, and videotaping requests must be coordinated through the GRAM's Communications Department. Office hours are 9 am to 5 pm Monday through Friday.

Please contact: Elizabeth Payne Communications Manager 616.831.2917 Ipayne@artmuseumgr.org

While we strive to accommodate all requests in a timely manner, please be aware that we cannot accommodate members of the media who "drop by" on the weekends without previous contact. All reporters, photographers, videographers, and freelance writers on assignment are requested to check in at an Information Desk upon arrival.

Members of the media must be accompanied by a GRAM staff member when inside the Museum. Outdoor photography shoots may be unaccompanied, if previously cleared through the Communications Department.

Due to the delicate nature of our collection, additional light sources may not be permitted in certain galleries. When covering a GRAM story during public hours, we ask that you not disrupt our visitors' experience. Tripods and bags/backpacks must be approved prior to Museum entry.

4.26.17