



OTTAWA JAZZ FESTIVAL

Media and Photographer Guidelines

Welcome to the Ottawa Jazz Festival! We are delighted to have you cover the Festival.

All reporters and photographers must agree to abide by these regulations at Confederation Park.

Please read these guidelines carefully.

1. Media and photographer passes are valid for the person indicated on the pass and are not transferable. Shared media passes, for purposes other than coverage, are not permissible. Management reserves the right to revoke said privileges at any time without explanation.
2. For interviews, please contact [Kaitlynn Steele](#) at the Media Trailer at Confederation Park for assistance → email: kaitlynn@ottawajazzfestival.
3. Media and photographer pass holders **may not** bring a guest into the media area. The media area is for working journalists and photographers only.

While covering an event, please be aware of the following:

1. Flash photography is strictly prohibited.
2. Photographers **may** only take photos during loud moments of the performance when clicking sounds will not disturb the musicians and the audience. **Photos are not permitted during intimate moments of a concert. This applies to all venues.**
3. Kaitlynn will inform accredited photographers, videographers and media of permissible shoot times and duration for each concert at Confederation Park. Photos, videos and recordings **are only** permitted during approved times.
4. Prior to shows, video footage and photographs during rehearsals or sound checks **is prohibited** unless advance arrangements have been made.
5. You will require tickets to review shows at the National Arts Centre. Please contact [Kaitlynn Steele](#) asap to make the arrangements. **Please inform the House Manager who will notify the Artist Liaison for permissible photos.**

The Festival does not have a designated parking area, however the National Arts Centre, City Hall, Rideau Centre and World Exchange Plaza have parking lots within walking distance. Rates may vary. Street parking is also available in the evening.