

Indiana State School Music Association, Inc.

Media Guidelines

The Indiana State School Music Association, Inc. (ISSMA) values media coverage of the activities and successes of participating organizations at all ISSMA events. ISSMA also values and respects the need to maintain a secure and safe environment for participants, and strives to cooperate and comply with the policies of schools and programs that participate in ISSMA events. To that end, the following policies have been developed to ensure a successful and well-communicated process for all involved. ISSMA encourages non-ISSMA event coordinators adopt these policies and procedures for their performance venues.

1. Media interested in covering a particular school throughout an ISSMA event, including warm-up and post-performance, may obtain a personnel pass from the music teacher or the music teacher's designee from each school the newspaper, radio, or television station plans to cover. For ISSMA district, regional, and semi-state events, the personnel pass should be obtained at the performance site from the music teacher(s). For the state ISSMA event, media interested in covering a particular school or school(s) should contact the music teacher(s) or teacher(s) designee and arrange to have a personnel pass for pickup at Lucas Oil Stadium. Music teacher(s) may be too busy preparing for the state performance to handle credential requests at Lucas Oil Stadium.
2. Media interested in covering an ISSMA district, festival, regional or semi-state event in general may utilize their individual press pass to obtain entry to those events. For the state ISSMA event at Lucas Oil Stadium, media interested in covering the event in general may obtain a general credential from the ISSMA. The use of an individual's press pass or a general credential issued by ISSMA will limit the media representative's access to only the performance area and media interview area. Access to areas where performers gather prior to and after their performance will be denied to those holding a press pass or ISSMA general credential absent specific consent from a school's music teacher to enter that area to cover that specific school. ISSMA general credentials for the state event should be requested from the ISSMA office, (317) 780-4100, prior to 4 p.m. on the Thursday before the scheduled state event. Limited staff may prevent ISSMA from issuing a general credential at the venue on the performance date.
3. For the convenience of media attempting to cover multiple performers, a specific area will be provided for the exclusive use of media interviews. The area will be adjacent to the performance area in order to assist with the flow of the performance schedule. The music teacher of each participating school may select several students who will be sent to the interview location immediately following that school's performance and the awards presentation to answer questions from interested media.

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4. Photographers and videographers should seek out the music teacher or the music teacher's designee to have individuals from a school identified. This is to protect the privacy of students whose parents have opted not to have their children portrayed in the media for privacy or safety reasons. Students will be instructed not to identify other students when requested by the media, because students will not know the names of those who have requested no media coverage.
5. Media personnel must respect that specific areas of the performance venue may not be accessible. Accessibility to the performers at the venue other than at the media interview area is contingent on the policy of individual schools that issue personnel passes.
6. ISSMA does not provide a hospitality area for media. The availability of a hospitality area for the media at independent events will be determined by the host. At Lucas Oil Stadium, an assigned area will be available to the media for the purpose of using a designated telephone to communicate information electronically.
7. To enter an ISSMA event, Media representatives are required to have either an individual press pass, a personnel pass obtained from a school(s), or general credentials obtained from ISSMA. Media representatives are expected to respect the boundaries and limitations set forth by those issuing a personnel pass or general credential.
8. Photography or videography at any ISSMA, Inc. event, may be used solely for local media and personal usage. Any sales or distribution of photos or videos from an ISSMA, Inc. event that are sold and/or distributed in a means other than from the ISSMA, Inc. official vendors is strictly prohibited.
9. ISSMA issues press/media credentials for newsgathering purposes only. Any use of materials obtained or created by media personnel at ISSMA events, including photographs and video recordings, other than for the purposes of news reporting is strictly prohibited. The violation of this policy may result in the loss of press credentials.