

Juilliard

Title:	Media Relations Policy
Policy Owner:	Office of Public Affairs
Contact Information:	Room 214A Main Building (212) 799-5000, ext. 207 publicaffairs@juilliard.edu
Applies to:	All Members of the Juilliard Community (includes all faculty; staff; and students, including College, Pre-College, MAP, and Evening Division)
Effective Date:	March 1, 2018

The Communications Office is charged with coordinating all public information provided by the School to the media and others seeking information and comment.

If any student, faculty, or staff member receives a general media inquiry, please refer the journalist to news@juilliard.edu, and an appropriate staff member will handle further communications and coordinate any interviews to ensure appropriate access to campus.

If any member of the media contacts a student, faculty or staff member directly with requests for School-related information or to comment as a representative of Juilliard, the student, faculty or staff member **must** contact news@juilliard.edu before speaking to the reporter.

This does not apply if the call is made in reference to the subject's own work with no mention of a connection to the School. In this case, the individual should make it clear to the reporter they are speaking on their own behalf and not as a representative of Juilliard.

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Title: Solicitation and Distribution Policy

Policy Owner: Office of Public Affairs

Contact Information: Room 214A Main Building
(212) 799-5000, ext. 207
publicaffairs@juilliard.edu

Applies to: All Members of the Juilliard Community (includes all faculty; staff; and students, including College, Pre-College, MAP, and Evening Division); parents; and alumni

Effective Date: March 1, 2018

Solicitation for charity or services, distribution of commercial literature, distribution for sale of merchandise, or engaging in any other venture where there is personal financial gain is prohibited on School property and/or through utilizing School resources. The creation and/or sale of merchandise using the Juilliard name is strictly prohibited. Departments or student groups who wish to create custom merchandise should contact Tina Matin in The Juilliard Store (ext. 7232, tmatin@juilliard.edu).

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Title:	Performance Promotion Policy
Policy Owner:	Office of Public Affairs
Contact Information:	Room 214A Main Building (212) 799-5000, ext. 207 publicaffairs@juilliard.edu
Applies to:	All Juilliard students (including College, Pre-College, MAP, and Evening Division)
Effective Date:	March 1, 2018

The Public Affairs office provides information about Juilliard and its performances and schedules and formats all digital displays across the Lincoln Center campus. All promotional materials for official Juilliard events are created through Public Affairs; members of the Juilliard community are prohibited from creating any promotional materials without prior authorization.

Students who wish to have their recital or concert considered for display on Juilliard's website and electronic bulletin board should send a hi-resolution, 300 dpi headshot via the [recital management system](#). Faculty can submit imagery for recitals to content@juilliard.edu. Prior to submitting any imagery, students and faculty should ensure that they have appropriate rights to use the images for promotional and public display purposes. Juilliard is not responsible for any rights clearances. Images that do not fall within these parameters will not be considered for display.