



## FILMMAKERS CODE OF PROFESSIONAL RESPONSIBILITY

**To the Public:** We are pleased to be filming in this location and appreciate your cooperation. If you find this production company is not adhering to the Filmmakers Code of Professional Responsibility, please call Lisa Rawlins at (818) 954-1990 (office).

**To our Production Companies:** You are guests and should treat this location, as well as the public, with courtesy. If we do not conduct our business in a respectful professional manner while working in our local communities, we cannot expect cooperation from the communities in the future. Please adhere to the following guidelines.

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps and meal areas). The filming notice should include:
  - \* name of company
  - \* name of the production
  - \* kind of production (e.g. feature film, movie of the week, TV pilot, etc.)
  - \* type of activity, and duration (i.e., times, dates and number of days, including prep and strike)
  - \* company contact (first assistant director, unit production manager, location manager)

The Filmmakers Code of Professional Responsibility should be attached to the filming notification distributed to the neighborhood.

2. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
3. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
4. Do not park production vehicles in, or block driveways without the express permission of the municipal jurisdiction or driveway owner.

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5. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. Remember to use the proper receptacles for trash (e.g., napkins, plates, coffee cups, etc.) that you may use in the course of the working day.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
7. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.
8. Every member of the cast and crew shall keep noise levels as low as possible.
9. Do not wear clothing that lacks common sense and good taste. Shoes and shirts must be worn at all times, unless otherwise directed.
10. Crewmembers shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (e.g., pin-up posters...).
11. Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
12. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
13. All construction, strike, catering, crafts service, and personal trash must be removed from the location.
14. Observe designated smoking areas and always extinguish cigarettes in butt cans.
15. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
16. The company will comply at all times with the provisions of the filming permit.

We appreciate your cooperation and assistance in upholding the Filmmakers Code of Professional Responsibility.

I have received and read the "Filmmakers Code of Professional Responsibility."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date