

Filming Packet Checklist

- _____ Intent to Film Form

- _____ Permit Request Form (if filming outside and/or need street closure for filming, separate from this packet)

- _____ Map of Filming Locations

- _____ Evidence of Liability Insurance

Project Title: _____

Type of Project: [] Film [] TV [] Commercial [] Student [] Other: _____

Type of Shots: [] Stationary [] Outdoor Walking [] Driving shots

- **Must provide map of film shot location(s)**

Name of Company/Project Contact: _____

Address: _____

Phone #: _____ Fax: _____

Email: _____

On-Site Contact or Location Manager: _____

Address: _____

Phone #: _____ Fax: _____

Email: _____

Location(s) of Filming: _____

Date(s) of Filming: _____

Begin Set-up time(s): _____ Break Down time(s): _____

Filming time(s): _____

If there are any additional locations then use additional sheeting and list them using the same guidelines as followed: location, dates, set-up time, break down time, and filming times.

Other Instructions:

- Fee: \$50:00 for Special Outdoor Event Permit
- Please attach map of area being used
- Only law enforcement officers of the City of Douglasville may be used as security
- Other permit application is attached

Personnel On-site

Number of Cast: _____ Number of Crew: _____

Number of Extras: _____

Number of Vehicles: _____

Equipment Vehicles: _____ Catering truck(s): _____

Parking:

Describe the proposed parking staging area(s) for catering and equipment placement. Include all public parking areas to be occupied by the production vehicles.

Off-Street Parking Available: _____ On-Street Parking Available: _____

Will there be any temporary structures (tents, stages, etc.) to be constructed on site? Yes No
If so, a tent permit may be required.

Will this film involve the use of real or fictitious firearms, vehicle traveling faster than the legal limit, or any other scenes that may appear to be dangerous? If yes, describe: _____

Special Services from the City of Douglasville:

Police Fire Street Closure Sidewalk Closure Park

Signage:

The City of Douglasville has a sign ordinance. Please indicate any signage that you will be placing within the corporate limits of the City of Douglasville, including temporary signs directing crew to the site. What dates will the signs be posted and when will they be removed. All signage must include a phone number of the person responsible for removing the signage.

Applicant's Signature

Date

Print Name