

LAX FILM OFFICE
STUDENT REQUIREMENTS AND INSTRUCTIONS FOR USING AIRPORT
PROPERTY

PLEASE READ ALL INSTRUCTIONS CAREFULLY AND THOROUGHLY – FAILURE TO FOLLOW INSTRUCTIONS AND/OR SUBMIT PROPER DOCUMENTS IN A TIMELY MANNER WILL RESULT IN DENIAL OF USE OF AIRPORT PROPERTY

PLEASE NOTE: All paperwork requires a minimum of SEVEN (7) BUSINESS DAYS to process – NO EXCEPTIONS, NO EXPEDITES

SCOUTS:

- Scouting any airport property (including Manchester Square) is not permitted without LAX Film Office staff present
- Technical scouts are required prior to using airport property and determined on a case by case basis. The LAX Film Office, LAFD, and appropriate tenant management (when applicable) are all required attendees at tech scouts
- For administrative reasons scouts and technical scouts are not conducted on weekends or holidays

REQUIRED DOCUMENTS:

All the following documents must be submitted prior to using any LAX Airport property - failure to do so in a timely manner will result in denial of use of airport property for filming - **NO EXCEPTIONS**

FILMING INTENT:

Production companies must submit a Letter of Intent to the LAX Film Office as well as apply for a film permit with FilmL.A. with the following detailed information.

- Dates
- Times – specific arrival/departure times
- Filming Location(s) – specific terminal, parking areas, curbside, airfield, ramp, etc. and whether filming will occur in more than one area at a time
- Number of cast/crew
- Base camp/parking requests
- Type of equipment – cameras, lights, generators

Based on the type of filming, duration and logistics involved, the Film Office will determine the level and type of supervision required

FOR STUDENTS:

- Proof of enrollment on school letterhead
- Name and contact number of professor/teacher for class in which the project is required

FILMING IN SECURED AREAS

- Secured areas include:
 - All areas located past the TSA Screening Checkpoint (gate areas, concessions, airline lounges, etc.)
 - All ramp areas (including the terminal gates, cargo areas, Landmark Aviation, Atlantic Aviation, and the Flight Path Museum ramps)
- Filming of any TSA or U.S. Customs and Border Protection (U.S. CBP) personnel, equipment or procedures is STRICTLY PROHIBITED
- Background checks are required for all cast and crew if requesting any use of restricted areas only (areas past TSA screening, airfield, ramps, aircraft, etc.)
- All background checks require a minimum of five (5) business days to process
- For the purpose of a background check, please submit to us (email only) in an Excel Spreadsheet format the following information: Last name, first name, middle name spelled out, and date of birth (MM/DD/YYYY) of all persons that will need access to the secure area (see sample below*). If no middle name leave blank – **NO INITIALS, NO PUNCTUATION**. Please note that each bit of information should be in its own column - **NO HEADINGS**

***please note: format must be exactly as shown or it will not be processed and will need to be reformatted and submitted again**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Martinez	Arsenio		10/01/1964									
2	Adams	Anita	Elizabeth	12/31/1975	CORRECT								
3	Johnson	Benjamin	Marcus	12/11/1982									
4													
5													
6													
7													
8	Martinez	Arsenio	J	10/1/1964	INCORRECT - No initials, date format wrong								
9													
10	Adams-Smith	Anita	Elizabeth	12/31/1975	INCORRECT - No hyphens, no double last names								
11													
12	Johnson Jr.	Benjamin	Marcus	12/11/1982	INCORRECT - No Jr or period								
13													
14													



TENANT APPROVAL

Any commercial filming/photo shoot of a tenant or airline space, including specific terminals, ticket counters, baggage claim areas, logos, and signs, must be approved, **IN WRITING**, by the respective tenant or air carrier a minimum of three (3) business days in advance of the film shoot. Submit to the LAX Film Office via fax or email

ESTIMATES & PAYMENTS:

All estimates will be based on the permit application submitted to FilmL.A. by the production company and collected on the FilmL.A. permit.

Please Note:

All airport personnel staffing for any film detail is a **four hour minimum**. Staffing charges will **include an additional charge of ½ hour prior to and ½ hour after (1 hour total)** the filming hours stated in the letter of intent for travel time

FILM OFFICE CONTACT INFORMATION:

PHONE – 424.646.6843

FAX - 310.641.8949

EMAIL - All emails should be addressed to:

- Carlyle Kidd @ ckidd@lawa.org **AND**
- Karen Snedden @ ksnedden@lawa.org **AND**
- Pier Ali @ pali@lawa.org