

**LAX FILM OFFICE
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 TEN (10) BUSINESS DAYS to process – NO EXCEPTIONS, NO EXPEDITES

SCOUTS:

- Scouting airport property is not permitted without LAX Film Office or Airport Operations 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 for scouting
- For administrative reasons scouting is not conducted on weekends, holidays or after normal business hours

REQUIRED DOCUMENTS:

The following documents must be submitted prior to the use of LAX Airport property; failure to do so in a timely manner may result in denial of use for filming - **NO EXCEPTIONS**

FILMING LETTER OF INTENT (LOI):

Production company must submit a Letter of Intent (LOI) to the LAX Film Office and apply for a FilmL.A. film permit with the following detailed information.

- Detail(s) of the proposed film / photography activity (i.e. scene description)
- Time(s) – 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 (i.e. background, extras, client etc.)
- Base camp/parking requests &
- Type & Number of equipment – cameras, lights, sound, generators, props, vehicles etc.

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
- Must meet all FilmLA requirements for student filming

FILMING IN RESTRICTED, STERILE & SECURED AREAS:

- Sterile & Secured areas include:
 - All areas located beyond the TSA Checkpoint (concourse, gate, concessions, airline lounges, etc.)
 - All ramp areas (including terminal, cargo and Fixed Base Operator (s) (FBO), and the Flight Path Museum ramp)
- Filming in any TSA or U.S. Customs and Border Protection (U.S. CBP) facility, personnel, equipment or activity is **STRICTLY PROHIBITED**
- Background checks are required for all cast and crew if requesting access to restricted, sterile or secured areas (i.e. areas beyond TSA checkpoints, airfield, ramps, aircraft, etc.)
- Background checks require a minimum of five (5) business days for processing
- Please submit via (email only) in an Excel Spreadsheet format with 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 secured 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 below or will not be processed and must be reformatted and resubmitted**

	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 filming or photography within a tenant leased or controlled space, including specific terminals, ticket counters, baggage claim, logos, or signs, must be approved **IN WRITING** by the tenant or leasee 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:

Estimate fees will be based on the information on the permit application submitted to FilmL.A. by the production company and collected on the FilmL.A. permit.

Please Note:

Airport personnel staffing for any film detail is at a **four (4) hour minimum**. Additionally, staffing fees **include ½ hour prior to and ½ hour after (1 hour total)** the filming hours stated in the letter of intent for travel time

LAX FILM OFFICE CONTACT INFORMATION:

PHONE - 424.646.6843

FAX - 310.641.8949

EMAIL - email(s) should be addressed to:

- Primary contact: John Weatherburn @ jweatherburn@lawa.org or
- Secondary contact: Carlyle Kidd @ ckidd@lawa.org