



## GUIDELINES FOR CONDUCTING FILMING SURVEYS

Certain types of production activity may require a filming survey, designed to demonstrate that affected residents/businesses have been individually contacted and to solicit individual concerns (if any) regarding the requested activity.

The top portion (starting with "Production Company" info and ending with "Production Representative Contact" info) of the attached Filming Survey form should be thoroughly completed and submitted to FilmLA for review and approval prior to distribution to the affected community.

Once the survey form is approved by FilmLA, enough copies should be made to provide all residents/business representatives with two of the surveys: one for comment & submission to FilmLA and one for the resident/business representative to keep for future reference. Two copies should also be left at the residences or businesses, in the event that no one is readily available to review. A brief note, planning for retrieval of the survey form, should be left with the surveys.

A detailed map, depicting the streets and residences/businesses affected, must be included with the surveys when presented to FilmLA for review.

Each address on the map should be annotated, indicating whether the resident, building manager or business representative had concerns, had no concerns, was unavailable, etc. Other notations to explain no response (such as vacation, vacant, refused contact, etc.) are especially helpful in the evaluation process.

**Completed surveys and the required map must be submitted to FilmLA BY 12PM ON THE DAY PRIOR TO FILMING ACTIVITY. Failure to meet this requirement may result in adjustment to the scope of the permitted activity or non-issuance of the permit.**

Surveys should be obtained from all residences or businesses within 300 feet of filming activities and/or within 200 feet of equipment parking or street closures. In areas where Special Conditions exist, survey requirements will be based on requirements outlined within the Special Conditions. Other factors may be evaluated when determining a required survey radius, based on the totality of the circumstances. Exceptional filming activity (i.e., gunfire, bullet hits, fire effects, explosions, car crashes, helicopter scenes, high impact lighting, etc.) may require surveys from an extended area. The extent of the affected area will be determined by FilmLA based on the anticipated impact of the proposed activities.

Affected residents/business representatives should be directed to complete the bottom left portion of the survey form and include their phone number. Individuals who are hesitant to include their phone number should be told that it is not mandatory, but is used only for verification by FilmLA

Apartment managers may sign on behalf of their tenants, but they must do so in the designated area at the bottom right corner of the form only.

FilmLA will evaluate the surveys and map to gauge concerns and support with respect to the proposed activities. Additional consideration is given to residents or businesses near the filming activities and mitigating their concerns will be crucial for finalization of the permit.

