

The Ontario International Airport (ONT) is pleased to offer its facilities to your production company. A Tech Scout must be conducted within one week prior to your filming date(s). For administrative reasons all film scouts are conducted Monday-Friday between the hours of 0500-1300 (excluding holidays). Special consideration for film scout/director activity is reviewed on a case by case basis, which may include Film Desk personnel on duty outside the normal Film Desk hours.

Before a preliminary cost analysis for your production can be done, the following information should be put into a Letter of Intent and sent to the airport film liaison ([rjacobs@lawa.org](mailto:rjacobs@lawa.org) and [swallwork@lawa.org](mailto:swallwork@lawa.org)). Information should also be forwarded to FilmLA for permit and insurance coordination.

- Production Date(s)
- Arrival and Departure Times.
- Total Number of Cast and Crew, with an estimated number of personal vehicles to be parked.
- Number, type, and size of production vehicles (*camera, electric, grip, wardrobe, catering, picture, etc.*)
- Style of Production Values (*Still, Media or Feature Motion Picture, Music Video, Reality, etc.*)
- Lighting and HVAC requests (*adjustments, on/off, modifications*) for film sound and light quality.
- Identification and use of Props.
- Aircraft uses (*Boeing 727 available upon request*)
- Special Effects (*pyrotechnics require separate permits and a certified technician*)
- Use of Animals
- Facility Alteration requests and services (*trash removal and clean up*)
- Stunt requests
- Use of Simulated Firearms or other Weapons **must be approved in advance**; (*all must be inspected by an Ontario Airport Police Officer to ensure they are inert nonfunctioning props*).

Filming is limited in the active portions of the passenger terminals. **No filming is allowed at or beyond the 'TSA' Security Screening Checkpoint.** Filming of escalators/elevators during normal operating hours is prohibited as they are reserved for the exclusive use of the traveling public.

Before your film production can be approved, the following must be provided to LA/ONT at least 5 business days in advance of your arrival date:

- A copy of the Film Script section pertaining the filming/photography to be conducted at LA/ONT.

- Cast and crewmembers are required to wear at all times, except when acting in a scene, a visible identification (I.D.) card (minimum size: 2" x 4", uniform in color, highly contrasted with black ink print) which shows the production company name and the individual name. Any cast or crewmember not displaying their production I.D. will be escorted from Airport property.
- A complete list of full legal names of all production persons (cast, crew, and background) who will be in attendance at LA/Ontario International Airport on your company letterhead in alphabetical order including dates of birth. All production persons will also need to have government issued identification, preferably a driver's license, that shows their name and birth date that will correspond with the list. This is a Transportation Security Administration (TSA) requirement.
- Approved insurance on file by the Los Angeles World Airports (LAWA) Risk Management Department, coordination for insurance can be made through FilmLA, please allow ample time for your insurance to be reviewed and approved.
- A copy of the "City of Ontario" Film Permit: \$200.00, plus fire inspection fees. Call the permit counter at (909) 395-2562, (909) 395-2180 Fax, online at: [www.ci.ontario.ca.us](http://www.ci.ontario.ca.us) >Fire Dept>Fire Prevention>Filming in Ontario>Filming Regulations. NOTE: Exempt from this step is still photography and student filming. Trash must be removed by the production company, if necessary; trash dumpsters can be ordered and delivered from The City of Ontario at 909-395-2666.
- Please contact Michael Banks at (708) 218-7396 for the use of Smarte Carte equipment for filming in Terminal 2 and for coverage of Smarte Carte signage. The production company is responsible for the costs of repairs for any unauthorized use and damage to the carts.
- Please contact Steve Tomes at (909) 975-8008 for filming in the vacant restaurant/café in Terminal 2.

**Please contact the LA/ONT Film Desk with any questions or concerns you may have.**

**LA/Ontario International Airport**

**1923 East Avion Street, Ontario, CA 91761**

**Film Desk – 909.544.5345**

**Roy Jacobs – 909.544.5338**

**Simon Wallwork – 909.544.5347**