

MyFilmLA

Customer
Reference
Guide



Contents

1. System Use
2. Key Terms
3. Customer Workspace - Home
4. Customer Workspace - Home - User Actions
5. Customer Workspace - Documents
6. Customer Workspace - Payments
7. Customer Workspace - Manage

LA Flow

8. Create New Project Title
9. Create New LA Request
10. Purpose
11. Location Designation
12. Reservations
13. Dates and Times
14. Posted Parking & Lane Closures
15. Activities
16. Equipment & Personnel
17. Summary
18. Application Fee
19. Application Loop
20. Change Requests & Cancellations
21. Association
22. Association Cont'd
23. Cloning
24. Distribution
25. Insurance
26. Insurance Cont'd
27. Delinquency
28. Glossary

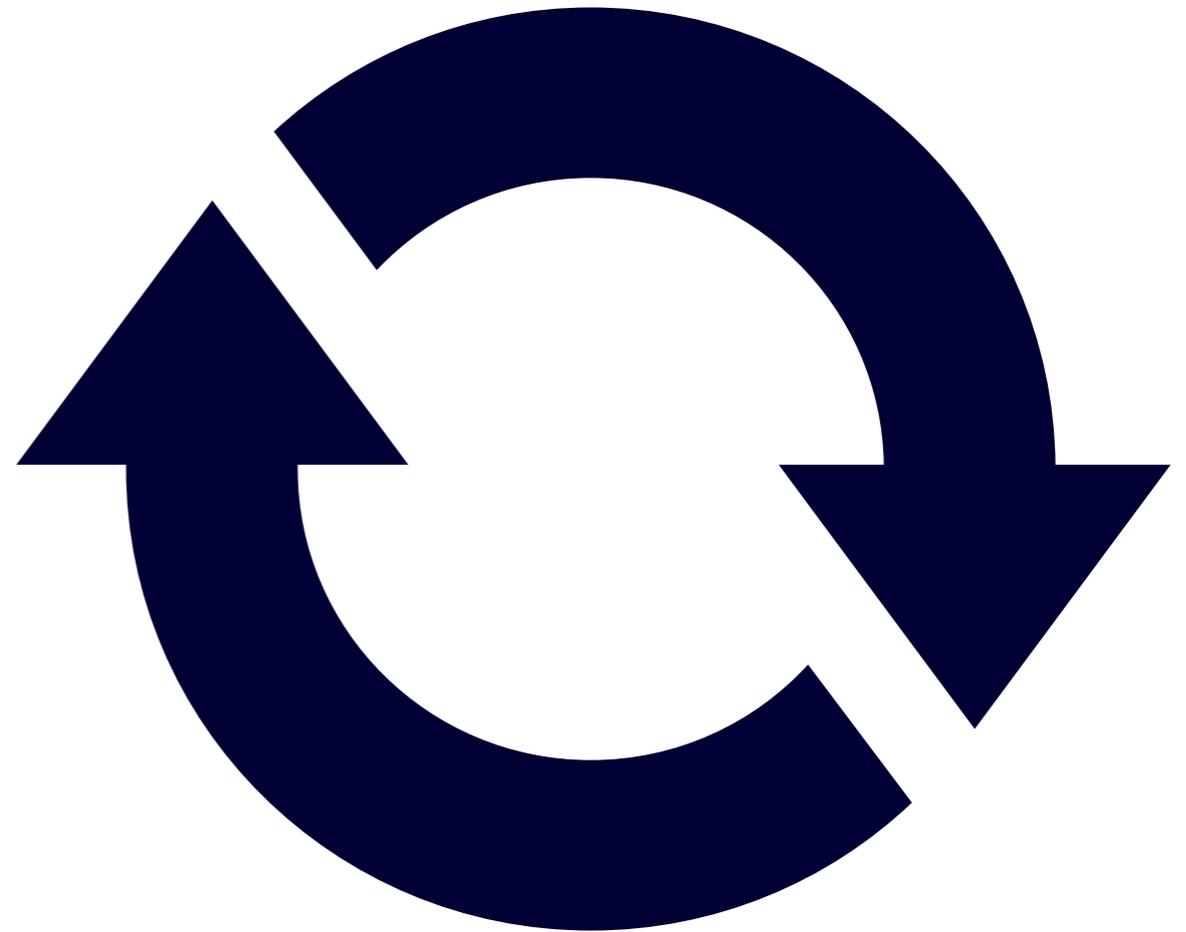
System Use

MyFilmLA is used to request and authorize *production activity* for specific *locations and dates* in and around the **Greater Los Angeles area.**

From the conception of this project, the goal has been to create a simple interface with complex features that allow our customers, clients, and coordinators to more smoothly interact with each other.

MyFilmLA is an ecosystem of different applications that streamlines the permit application process for all of our customers, from big budget films to the students making their first location authorization request.

We're excited to deliver this new system, and are dedicated to continuously improving and streamlining our system to work for YOU. We hope you enjoy the new MyFilmLA experience.



Key Terms

1. LOCATION AUTHORIZATION (LA)

- Represents the permission facilitated by FilmLA to the customer to perform specified activities at a location on certain dates.
- A Location Authorization Request is a formal request to use a specific location, for a specific timeframe, for specific activity. Each Location Authorization Request generates a Permit for that location and date/time range once it has gone through the respective jurisdiction's approval process and the estimated fees for that location have been paid.

2. PROJECT TITLE *p. 7*

- Name of production/project to be used for associating LAs together. (Ex: Honda, SWAT, Grey's Anatomy).

3. PURPOSE (RELATED TO LA) *p. 9*

- The Purpose of an LA is the reason it is being requested. The categories of Purpose are Production, Base Camp or Crew Parking.



Customer Workspace - Home

This area was designed to help customers quickly move through the Location Authorization (LA) Request process and give access to the tools necessary to manage **Project Titles** and **LA Requests**.

1 Navigation Bar

2 Action Tiles

3 Project Title Inventory

4 LA Inventory

5 Associated Locations & Saved Drafts

- Figure 1 -

1. Navigation Bar
 - Move between the different workspaces of the Customer Portal
2. Action Tiles
 - Important Information and Actions, Create New Project Titles
3. Project Title Inventory
 - Create LAs, Edit Project Titles, Clone Project Titles, Deactivate Titles
4. LA Inventory
 - View Summaries, Associate Locations, Batch Preview, Change Requests, View Assigned Coordinator & Insurance Specialist., Clone Locations, Distribute Permits
5. Associated Locations & Saved Drafts
 - See Associated Locations
 - Resume Incomplete Saved Locations

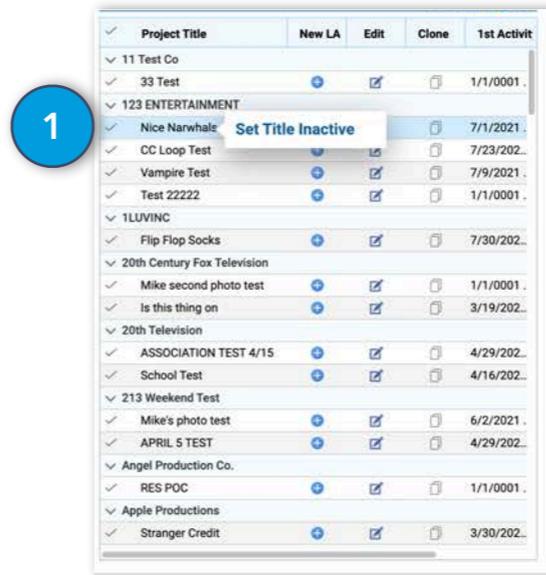
Customer Workspace - Home - User Actions

Right-clicking on a Title in the Project Title Inventory or a LA in the LA Inventory will give you some distinct actions.

Project Title Inventory

1. Deactivate Title

- If all locations have been distributed or canceled, a title can be deactivated. Right-click on the title and select **Set Title Inactive**. This will remove it from your Title Inventory.
- Titles can be reactivated at any time by going to the Manage Tab, Right-clicking the Title from the Inactive Title list, and selecting **Set Title Active**.

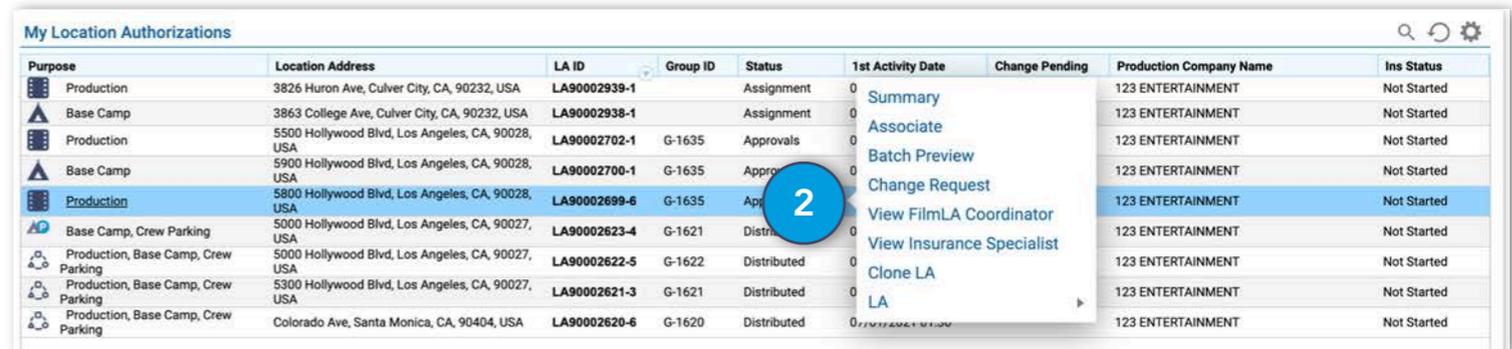


- Figure 2 -

LA Inventory

2. LA Inventory User Actions

- Summary - View Location Summary
- Associate - Associate Locations (p. 21)
- Batch Preview - Create PDF with Selected Locations
- Change Request - Modify Location (p. 20)
- View FilmLA Coordinator - Name and Email
- View Insurance Specialist - Name and Email
- Clone LA - Create New Location with Components from a Previously Entered Location (p. 22)



- Figure 3 -

Customer Workspace - Documents

The Documents tab was designed to help you keep track of document requests from FilmLA (*street closure plans, paperwork, agent letters, etc.*), review documents that you've uploaded for your Production Company or your Project Title, and keep all of your permits in one place if you need to quickly reference or redistribute them.

1. Document Tabs
2. Production Company Requests
3. Project Title Requests
4. Upload Button
 - Upload documents with drag and drop or file selection.
5. Sample Preview
 - If you need an example of the requested document.

The screenshot shows the MyFilmLA interface with the Documents tab selected. The interface is divided into three main sections: Requested Documents, Requested Company Documents, and Requested Project Title Documents. Callouts 1-5 highlight specific features: 1. Document Tabs (top navigation), 2. Production Company Requests (table of company requests), 3. Project Title Requests (table of project title requests), 4. Upload Button (cloud icon in the Requested Company Documents table), and 5. Sample Preview (magnifying glass icon in the Requested Company Documents table).

Requested Documents

Company Name	Requested
Muddy Tires Productions	
213 Weekend Test	
Athenas Arthous	
MAILTRAP TEST - DON'T TOUCH	
Customer Test Demo	
Laura's Amazing Films	
Angel Production Co.	
123 ENTERTAINMENT	1
permit service demo 2	
DeMotts Productions	
TARA TEST 2/26	
Pacific Productions Services	

Requested Company Documents

Name	Category	Type	LA	Location Address	Notes (Link)	Description	Upload	Sample Preview
Testing sample	Other	Other	LA90001331-1	Santa Monica, CA, USA	These are test notes...			

Requested Project Title Documents

Name	Category	Type	LA	Location Address	Notes (Link)	Description	Upload	Attachment Preview
No Request Documents to display								

- Figure 4 -

Customer Workspace - Payments

The Payments tab houses invoices that need to be paid, and your history of paid invoices. You can pay for as many invoices under a single title as you'd like. Your LAs won't be distributed until you pay the appropriate invoices. Paid invoices will be attached to the end of the permit and also available for review in the **Paid Invoices** tab.

1. Payment Tabs
2. Project Titles and Invoices Ready for Payment
3. Invoices to be Paid
 - Click the + button to add invoices to your cart
4. Cart
 - Once all invoices have been added, click **CHECKOUT** to begin the payment process.

*Note: Invoices cannot be paid until LAs are *Ready for Payment*, meaning they have acquired all necessary approvals.

The screenshot shows the MyFilmLA Payments interface. At the top, there are navigation tabs: Home, Documents, **Payments**, Manage, and Resources. Below this, there are two sub-tabs: **Ready for Payment** (highlighted with a blue circle '1') and Paid Invoices. The main content area is divided into two sections: a list of project titles and invoices on the left, and a cart summary on the right.

Project Titles and Invoices Ready for Payment: This section contains a list of project titles and their corresponding invoice counts. A blue circle '2' highlights the 'Project Title' and 'Invoices' headers. The list includes titles like 'test general info', 'FAKE PERSONNEL TEST', 'Test', 'Test Title', '11 Test Co', '123 ENTERTAINMENT', 'CC Loop Test' (with 1 invoice), 'Vampire Test', 'Nice Narwhals', 'Test 22222', '1LUVINC', '20th Century Fox Television', 'Mike second photo test', 'Is this thing on', '20th Television', 'ASSOCIATION TEST 4/15', 'School Test', '213 Weekend Test', 'Mike's photo test', 'APRIL 5 TEST', 'Angel Production Co.', 'RES POC', 'Apple Productions', 'Stranger Credit' (with 1 invoice), 'Athenas Arthous', 'BASS MUSIC', 'Athena's Arthous', '38 Test', 'Athena's Arthouse', 'Lygers and Bears', 'Dance Dance Revolution Rise of the Phoenix', and 'Test 215'.

Cart Summary: This section shows a table of invoice groups added to the cart. A blue circle '3' highlights the '+ button' next to the 'Balance Due' column. The table has columns for 'Invoice Group', 'Invoice IDs', 'LA IDs', and 'Balance Due'. One invoice group is listed: 'G-1628' with '3324' invoice IDs and a 'Balance Due' of '\$1,300.00'. Below this, there is a section for 'CART' which is currently empty, with a blue circle '4' highlighting the 'No data to display' message. At the bottom right, there is a 'Total Balance Due: \$0.00' and a blue 'CHECKOUT' button.

- Figure 5 -

Customer Workspace - Manage

The Manage tab is a place for you to maintain your contact information, create or manage your production companies, and manage all inactive and active titles.

1. Manage Tabs

1. Contact - Update Your Contact Info
2. Companies - Update Address or Contact Info for your Companies
3. Inactive Titles - Manage Project Title Status

The screenshot displays the MyFilmLA Manage tab interface. The top navigation bar includes Home, Documents, Payments, Manage (selected), and Resources. Below the navigation, there are tabs for Contact, Companies, and Inactive Titles (selected). A red circle with the number '1' is overlaid on the Inactive Titles tab. The main content area is divided into two panels: Inactive Project Titles and Active Project Titles.

Inactive Project Titles

Project Title	Edit	Clone	Created By
Test Title	[Edit]	[Clone]	wescust@kristoferwarbritton.com
Test	[Edit]	[Clone]	wescust@kristoferwarbritton.com
FAKE PERSONNEL TEST	[Edit]	[Clone]	wescust@kristoferwarbritton.com
test general info	[Edit]	[Clone]	wescust@kristoferwarbritton.com
20th Century Fox Television	[Edit]	[Clone]	wescust@kristoferwarbritton.com
aaaaaaa	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
Athena's Arthouse	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
Customer Training	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
Beard of Zeus	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
J & K Take The Town	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
Cheese and Wine	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
Big Mike's Production	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
Yep, It's a Video	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
Red Dirt Pictures	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
Open Pastures	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
TARA TEST 2/26	[Edit]	[Clone]	wespsa@kristoferwarbritton.com
Customer Demo 2/26	[Edit]	[Clone]	wescust@kristoferwarbritton.com

Active Project Titles

Project Title	New LA	Edit	Clone	1st Activity Date	Created By
11 Test Co	[New LA]	[Edit]	[Clone]	1/1/0001 12:00 AM	wescust@kristoferwarbritto...
33 Test	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
123 ENTERTAINMENT	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
CC Loop Test	[New LA]	[Edit]	[Clone]	7/23/2021 12:00 AM	wescust@kristoferwarbritto...
Vampire Test	[New LA]	[Edit]	[Clone]	7/9/2021 7:00 AM	wescust@kristoferwarbritto...
Nice Narwhals	[New LA]	[Edit]	[Clone]	7/1/2021 1:30 AM	wespsa@kristoferwarbritton...
Test 22222	[New LA]	[Edit]	[Clone]	1/1/0001 12:00 AM	wescust@kristoferwarbritto...
1LUVINC	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
Flop Flop Socks	[New LA]	[Edit]	[Clone]	7/30/2021 2:00 AM	wescust@kristoferwarbritto...
20th Century Fox Television	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
Mike second photo test	[New LA]	[Edit]	[Clone]	1/1/0001 12:00 AM	wescust@kristoferwarbritto...
Is this thing on	[New LA]	[Edit]	[Clone]	3/19/2021 1:00 AM	wescust@kristoferwarbritto...
20th Television	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
ASSOCIATION TEST 4/15	[New LA]	[Edit]	[Clone]	4/29/2021 7:00 AM	wescust@kristoferwarbritto...
School Test	[New LA]	[Edit]	[Clone]	4/16/2021 1:00 AM	wespsa@kristoferwarbritton...
213 Weekend Test	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
Mike's photo test	[New LA]	[Edit]	[Clone]	6/2/2021 7:00 AM	wescust@kristoferwarbritto...
APRIL 5 TEST	[New LA]	[Edit]	[Clone]	4/29/2021 7:00 AM	wescust@kristoferwarbritto...
Angel Production Co.	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
RES POC	[New LA]	[Edit]	[Clone]	1/1/0001 12:00 AM	wescust@kristoferwarbritto...
Apple Productions	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
Stranger Credit	[New LA]	[Edit]	[Clone]	3/30/2021 12:00 AM	wespsa@kristoferwarbritton...
Athenas Arthous	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
BASS MUSIC	[New LA]	[Edit]	[Clone]	3/26/2021 2:00 AM	wescust@kristoferwarbritto...
Athena's Arthous	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
38 Test	[New LA]	[Edit]	[Clone]	3/12/2021 12:00 AM	wescust@kristoferwarbritto...
Athena's Arthouse	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...
Lygers and Bears	[New LA]	[Edit]	[Clone]	2/21/2021 1:00 AM	wespsa@kristoferwarbritton...
Dance Dance Revolution Rise of the Phoenix	[New LA]	[Edit]	[Clone]	2/26/2021 1:00 AM	wescust@kristoferwarbritto...
Test 215	[New LA]	[Edit]	[Clone]	2/16/2021 12:00 AM	wespsa@kristoferwarbritton...
Wisdom	[New LA]	[Edit]	[Clone]	1/25/2021 4:00 AM	kwarbritton@filmla.com
Willy Wonka's Horror House	[New LA]	[Edit]	[Clone]	1/29/2021 6:00 AM	kwarbritton@filmla.com
Barnaby's Films	[New LA]	[Edit]	[Clone]		wescust@kristoferwarbritto...

- Figure 6 -

LA Flow



Create New Project Title

MyFilmLA is organized by **Project Title** so you can more easily keep track of the individual location requests within the Title.

Creating a new **Project Title** is simple.

1. From the Home Tab, select **Create New Project Title**. (p. 3 Figure 1)
2. Then **Select Production Company**
 - A New Production Company can be created under **Select Production Company**, if necessary.
3. Select and Enter the information for your **Project Title**
4. Select and Enter the additional required General Information for the **Project Title**
5. Select **Finish**

Your **Project Title** will now be saved and all Location Authorizations (LAs) within will be associated to the Production Company, Project Title, and General Information you have entered.

Project Title Information

Production Company

SELECT PRODUCTION COMPANY

Project Information

Project Type: * Production Type: *

Project Type Production Type

Project Title *

Project Title

Season Episode

Season Episode

Or

Production Week

Week

CANCEL NEXT

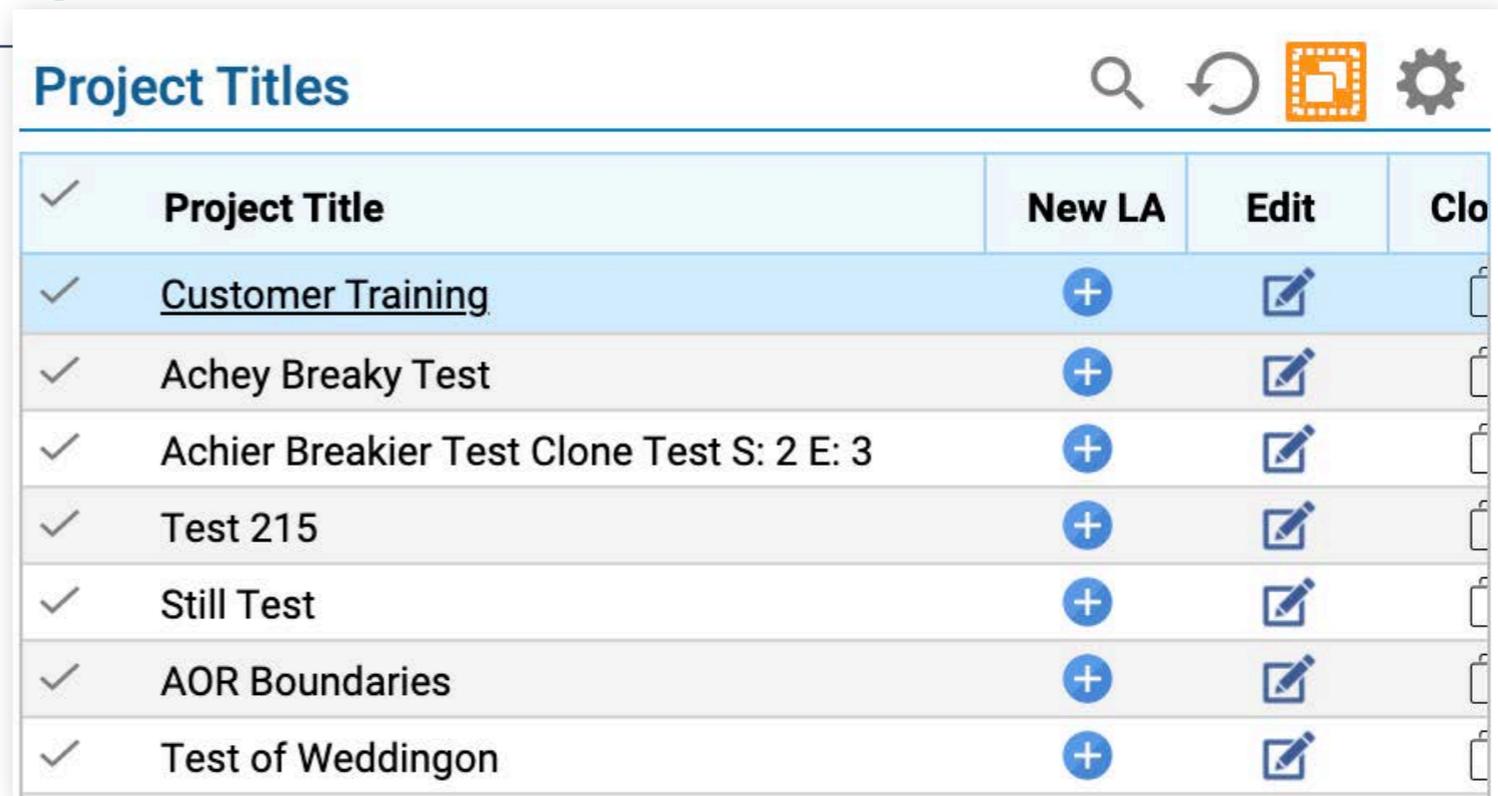
- Figure 7 -

Create New LA Request

Each **Location Authorization** will authorize the use of a *specific place for a specific time for a specific set of activities, equipment, and people.*

To create your **LA**:

1. From the Home Tab, under your desired **Project Title** select the **+** beneath the **New LA** column.
2. Select the **Purpose*** of your **LA**.
3. Search for your Location on the interactive map.
4. If a **Reservation*** is required, proceed to *Reservation Request*.
5. Enter the daily production schedule into **Dates and Times***
6. Enter **Posted Parking*** and **Lane Closure*** Details, if necessary.
7. Enter **Activities***.
8. Enter **Equipment*** and **Personnel***.
9. Review the **Summary***
10. Submit **LA**.
11. Pay the **Application Fee***.



✓	Project Title	New LA	Edit	Clo
✓	<u>Customer Training</u>	+		
✓	Achey Breaky Test	+		
✓	Achier Breakier Test Clone Test S: 2 E: 3	+		
✓	Test 215	+		
✓	Still Test	+		
✓	AOR Boundaries	+		
✓	Test of Weddingon	+		

- Figure 8 -

Note: You can Save & Quit or Cancel a LA at any point during the LA Creation Process

* indicates more details on following pages

Purpose

MyFilmLA creates the opportunity for our customers to tell us exactly what types of activities will be conducted at locations – this allows for FilmLA and our Jurisdictional Clients get a clear view of the scope and scale of your project. In order to successfully process your request, there are a few rules to keep in mind:

- **Production Locations** -
 - The Production type is for locations that will have active production activities on them - whether that's the filming location, photoshoot location, or event location.
 - Production Locations must have an **Associated Base Camp or Crew Parking**. **Base Camp** and **Crew Parking** can be either **On-Site** (Situating at the same address) or **Off-Site** (Situating at a different address).
- **Base Camp Locations** - Can be a standalone **LA** or be **Associated** to one or many **Production LAs**, and may include **Crew Parking On-Site**.
- **Crew Parking Locations** - Can be a standalone **LA** or be associated with one or many **Production** or **Base Camp LAs**.



- Figure 9 -

MyFilmLA Icon Guide

Purpose: What is the location being used for?

Single:



Production



Base Camp



Crew Parking

Dual:



Production | Base Camp



Production | Crew Parking



Base Camp | Crew Parking

Everything:



Production | Base Camp | Crew Parking

- Figure 8 -

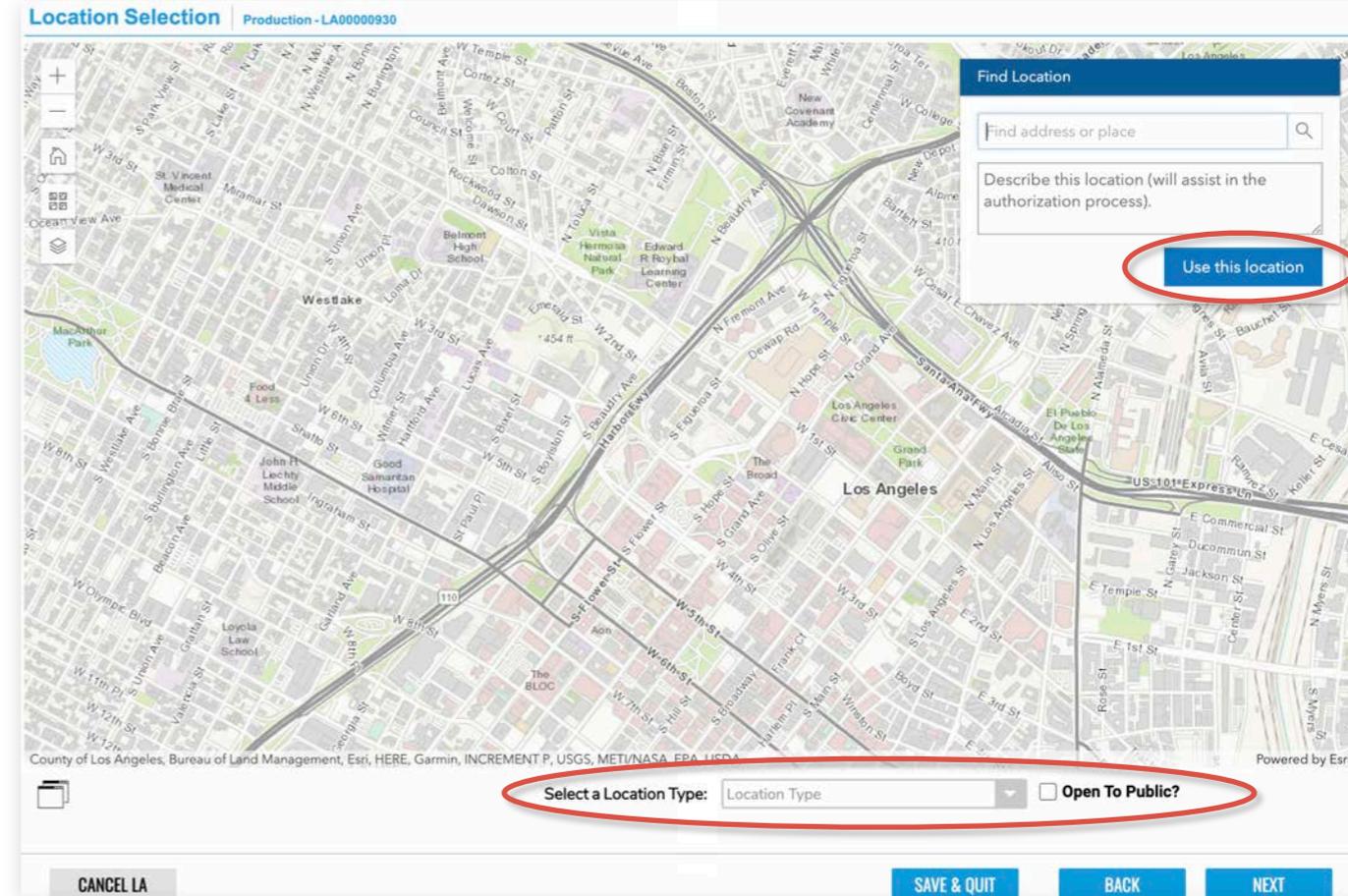
Location Designation

Enter the address, location or cross streets the production will be using.

If you need to add more information about the specific area of the location you will be using, or you need to enter more cross streets to form a grid, enter that information into the description.

After selecting **Use this location**, select the **Location Type** and whether or not the location is **Open to the Public**.

Click Next when you're ready to continue.



- Figure 11 -



- Figure 10 -

Note: If you need to adjust your Location after you've selected **Use this location**, select the pencil icon to Edit your selection.

Reservations

Certain locations require a **Reservation**. We have introduced the ability to request a **Reservation** within the MyFilmLA workflow.

1. If the location you selected requires a **Reservation**, you have the option to complete a *Reservation Request* by selecting ***I need to make a Reservation Request***, Then Clicking **MAKE A RESERVATION REQUEST**
2. You will be taken to the **FilmLA Reservation Website** where you can complete your *Reservation Request*.
3. After you have completed your request, close the **Reservation** window, then select ***Everything looks good. I am good to go.*** Then click the **GOOD TO GO** button.
4. On the next screen, confirm the location you selected is the same as your submitted *Reservation Request*. If you reserved a different location, keep **No** selected and click **UPDATE MAP**.
5. If you do not need to change your location, select **Yes**.

The screenshot shows a web form titled "Reservation" with a sub-header "Production, Base Camp, Crew Parking - Beach - LA90001914-1". The main heading reads "A Reservation is Required for the Location you have Selected." Below this is a section titled "Location Details" containing the following information: "Reservation Type: Beach", "Location Name: Manhattan Beach - 400 The Strand, Manhattan Beach, CA 90266", "Location Address:", "Bookable: manhattanbeach", and "Jurisdiction: Manhattan Beach | El Segundo | Los Angeles County". A section titled "Please select 1 of the following:" contains four radio button options: "I need to make a Reservation Request" (selected), "I need to choose a different location", "I am waitlisted for this location", and "Everything looks good. I am good to go.". A blue button labeled "MAKE A RESERVATION REQUEST" is positioned to the right of the radio buttons. A "CANCEL" button is located at the bottom left of the form.

- Figure 12 -

6. You will have received an email with a confirmation code. Copy and Paste that code into the field, then click **CONTINUE**.

Note: Reservation Requests are not guaranteed, they are requested, processed, and granted by contracted approving bodies based on planned activities and availability of the location.

Dates and Times

Enter your daily schedule for the project, and designate the type of activity that will be taking place at the location. Currently, we accommodate *Prep*, *Film*, *Strike*, *Hold*, *Base Camp* and *Crew Parking*.

1. If you want to quickly add a repeating schedule, enter the first date with start and end times in the **Starts** row, then select the repeating schedule type.

Repeat None Daily Weekly

Repeat for day(s)

Repeat Ends

Occurs every day starting Thursday February 25, 2021 and ending Friday February 26, 2021.

Repeat None Daily Weekly

Repeat for week(s)

Repeat Ends

Repeat on Sun Mon Tues Wed Thurs Fri Sat

Occurs each selected day starting Thursday February 25, 2021 and ending Thursday March 4, 2021.

- Figure 13 -

Note that the start and end dates are displayed beneath the **Repeat Ends** box, so you're able to ensure you are requesting the correct dates.

2. Whether you're adding a single date or a series of repeating dates, click the **ADD** button to add them to your schedule.

- Figure 14 -

Location Dates Production - Venice Beach North - 1200 Oceanfront Walk - LA90001110-1

Select Type Then Enter Daily Schedule

Type Prep Film Strike Hold

Starts -

All day Overnight

Repeat None Daily Weekly

04:00:00
04:30:00
05:00:00
05:30:00
06:00:00
06:30:00
07:00:00
07:30:00
08:00:00

For Reference Only

February 2021

Su Mo Tu We Th Fr Sa

31 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 1 2 3 4 5 6

First Activity Date: Last Activity Date:

Schedule Type	Start Date	Start Time	End Date	End Time	Overnight
No data to display					

Total Days: 0

3. Once you've entered all of your activity dates, the system will display your first and last activity date above your schedule.

4. If you need to edit or remove any dates from your schedule, select the date and the click **EDIT** or **REMOVE** buttons above the schedule.

Click **Next** when you're ready to continue.

Posted Parking & Lane Closures

After entering your dates and times, you'll be shown some key location information and get the opportunity to include Posted Parking or Lane Closures at your location.

To Add Posted Parking, Lane Closures or both to your Location:

1. Select **Yes** to whichever you will be adding to your LA, then select **NEXT**
2. Select the Dates and Times for your Posting or Lane Closure, then enter a description of the section of road for your request.
3. If you need to add additional lines of Posting or Lane Closure to your LA, click the **ADD** button.
4. If you want to duplicate or remove a line of Posting or Lane Closure, click the line and select **COPY** or **REMOVE**.

Click **Next** when you're ready to continue.

* Note - The interface for Posted Parking and Lane Closures is exactly the same, with Lane Closures having an additional dropdown for the Lane Closure type.

The screenshot displays the 'Location Information' and 'Posted Parking & Lane Closure' sections of the LA90001110-1 interface. The 'Location Information' section includes the entered location name, jurisdiction, and external notes. The 'Posted Parking & Lane Closure' section has radio buttons for 'Yes' and 'No' for both 'Posted Parking Required?' and 'Lane Closure Required?'. A blue circle with the number '1' highlights the 'No' option for 'Lane Closure Required?'. Below this is the 'Lane Closure' section, which features a map of the location with a red line indicating the closure area. A blue circle with the number '4' highlights the map area. Below the map is a table with columns for 'Lane Closure Type', 'Start Date', 'End Date', and 'Description'. A blue circle with the number '2' highlights the 'Type' dropdown menu. A blue circle with the number '3' highlights the 'ADD' button. A blue circle with the number '3' also highlights the 'REMOVE' button. The interface includes buttons for 'CANCEL LA', 'SAVE & QUIT', 'BACK', 'SKIP', and 'NEXT'.

- Figure 13 -

- Figure 15 -

Activities

- Figure 16 -

Enter all your activity details here. We divide our activities in two sections – Low and High Impact. Higher impact activities require more complex coordination and can increase processing time. Don't worry, this shouldn't be a problem as long as you submit your LA with enough time for us to get all the necessary approvals!

1. Search for an activity or select an Activity Type from the dropdown menu.

2. Check or uncheck the boxes to add or remove activities in that category.

3. Once you've added activities, they will appear in LA Activities window. If you've moved on to a different activity category and need to edit or remove an item from the LA Activity window – select the activity and click **REMOVE** to take it off of your list, or click **EDIT** if you need to update your description.

4. If you will be conducting any high-impact activities, check the appropriate box and then navigate the dropdown menu to find the appropriate category. Fill out the required fields,

The screenshot shows the 'Activities' window for a production. It is divided into two main sections: 'Select Low-Impact Activities' and 'Select High-Impact Activities'. The 'Low-Impact' section has a search bar and a list of activity types with checkboxes. The 'High-Impact' section has radio buttons for 'Aerial', 'Gunfire/Weapons', and 'Special Effects - High Impact'. Below this is a table for selecting activity details, including 'Int. Gunfire' with columns for 'Category', 'Sub Category', 'Load', 'Takes Per Day', 'Times Per Take', 'Start Date', 'End Date', and 'Description'. A 'LA High-Impact Activities' summary table is also present. At the bottom, there are buttons for 'CANCEL LA', 'SAVE & QUIT', 'BACK', 'SKIP', and 'NEXT'. Numbered callouts (1-4) point to the search bar, the checkboxes, the 'LA Activities' window, and the 'Gunfire/Weapons' radio button respectively.

Category	Sub Category	Load	Takes Per Day	Times Per Take	Start Date	End Date	Description
Int. Gunfire	Automatic	Load					
Int. Gunfire	Semi-Automatic	1/4	5	10	8/6/2021 10:00:00	8/6/2021 14:00:00	gunfight
Int. Gunfire	Single Shot	Load					

Category	Sub Category	Load	Takes Per Day	Times Per Take	Start Date	End Date	Description
Int. Gunfire	Semi-Automatic	1/4	5	10	8/6/2021 10:00 AM	8/6/2021 2:00 PM	gunfight

then hit the **ADD** button in the bottom right corner to add it to your High-Impact Activity Window below.

If your LA is only for a Base Camp or Crew Parking, you will have a limited list of activities to choose from.

Click **Next** when you're ready to continue.

Equipment & Personnel

- Figure 17 -

Similar to the Low-Impact Activities Section, you'll select your Equipment type from a drop down menu and then check the box to add it to the window on the right, unlike (most) Activities, we do need a count of the number of piece of equipment and personnel that will be on your set. Just type in the number when you're selecting your Equipment and Personnel.

1. You will have to select the "All" Equipment Type if you want to search through all available equipment options.
2. We pre-populate our number fields with a 1 so that if you only have 1 piece of equipment or 1 person in a category, all you have to do is check the box and move along.
3. If you need to remove or edit equipment or personnel, just select the line with the item to **REMOVE** or **EDIT** and select the corresponding button.

The screenshot shows the 'Equipment & Personnel' selection interface. It includes a search bar, a dropdown menu for 'Select Equipment Type' (with 'All' selected), and a table for selecting equipment. The 'Select Personnel' section has a table with columns 'Add', 'Count', 'Role', and 'Description', listing 'Cast', 'Crew', 'Extras', and 'Audience Members'. On the right, there are two summary tables: 'LA Equipment' and 'LA Personnel', both showing 'No data to display'. At the bottom, there are buttons for 'CANCEL LA', 'SAVE & QUIT', 'BACK', 'SKIP', and 'NEXT', along with summary fields for 'Jurisdiction', 'Production', 'Other', and 'Total'.

Click **Next** when you're ready to continue.

Summary

- Figure 18 -

After you've walked through the LA creation process, you'll be taken to a Summary of all the information you've entered. Take a look and make sure everything looks right before you submit the location. Our processing fee is non-refundable, so we want to give you one last chance to go over everything before you submit.

1. **Email** draft permit to yourself or someone else.
2. **Download** draft permit for your records.
3. **Preview** draft permit in the browser.

Click **SUBMIT** when you're ready to continue to payment.

Summary Information

Applicant: Count of Monte Kristo Date: 8/4/2021
Location Activity Type: Production Case ID: LA90002939-1
First Activity Date: 8/5/2021 Last Activity Date: 8/8/2021

General Details

Production Title: Nice Narwhals	Location Manager: Count of Monte Kristo
Type of Production: Commercials - Standard	- Email: wescust@kristoferwarbritton.com
Production Company: 123 ENTERTAINMENT	- Phone: (719) 237-0017
Production Office: 123 ENTERTAINMENT	Location Asst: Film Guy
Insured Company: 123 ENTERTAINMENT	Producer: Guy Film
Bill to Company: 123 ENTERTAINMENT	Director: Movie Nerd
Permit Service Company: Hermes Permits	First Asst Director: Movie Nerd
	Production Manager: Feature Lady
FilmLA Coordinator:	Permit Service Contact:
	- Email:
	- Phone:
	Photographer

Fees

Project Type: Filming
Production Type: Commercials - Standard
Application Fee Amount: \$795.00

Associations MANAGE

Status | Base Camp(s) | Crew Parking(s) | Production(s)

Base Camp: Defined
Crew Parking: Defined

Location Details:

Entered Location Name: 3826 Huron Ave, Culver City, CA, 90232, USA
Location Type: Apartment Building
Location Description: Apartment

Jurisdiction: Culver City
Political Jurisdiction: SD 2

CANCEL LA BACK EMAIL DOWNLOAD PREVIEW SUBMIT

1 2 3

Application Fee

Before FilmLA can begin processing your request, you must pay an **Application Fee**. Our application is **Non-Refundable**, so please ensure that you want to move forward with the application before submitting.

To Pay your **Application Fee**:

1. Select the desired *Payment Option* from the dropdown menu.
2. Select **PROCEED**.
3. If you want to view your quote before you pay, select **VIEW QUOTE**

* Notes on the Application Fee:

1. Your **Application Fee** covers 10 Production LAs and as many Base Camp and Crew Parking LAs necessary to support your Production locations. Your window for applying is 14 days from your first *Film Date* (or *first Activity Date* if no *Film Date*).

Application Fee Information

Production - Venice Beach North - 1200 Oceanfront Walk - LA90001110-1

FILMLA NON-REFUNDABLE FILM APPLICATION FEE

Project Title:

Customer Training

Bill To Company Details:

Hermes Permits
 OFFICE LANE
 Culver City, California. 44444
 United States

Project Type

Filming

Production Type:

TV Series - Pilot

Total Locations Allowed:

10

First Activity Date:

2/25/2021

First Film Date:

2/25/2021

Film Date Limit:

14 days

Application Fee:

\$699.00

Select Payment Option: *

- Cash
- Cashier's Check
- Credit Card
- Money Order
- Credit

CANCEL LA

SAVE & QUIT

VIEW QUOTE

PROCEED

2. If you have a brand new production company, your payment options will be Cash, Cashier's Check, Credit Card, or Money Order.

* At this time, FilmLA is only accepting Credit Card or FilmLA Credit Account. Credit Account Info: www.filmla.com/for-filmmakers/faq/

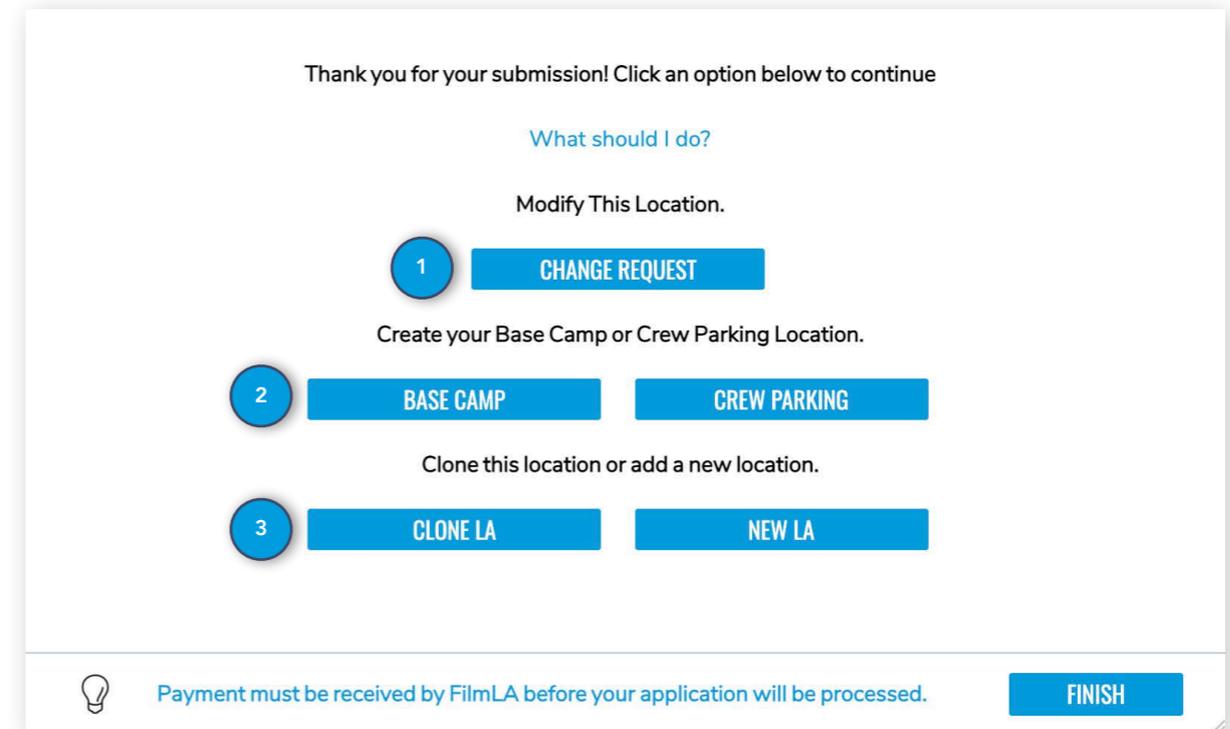
3. You can apply for additional payment options. Contact FilmLA if you would like to know additional billing options.

Click **PROCEED** when you're ready to pay.

Application Loop

After you've paid your Application Fee has been received, you will see the window on the right appear after you finish submitting a location. This screen was designed to help streamline your workflow.

1. **Change Request:** Make a change on the LA you just submitted
2. **Base Camp / Crew Parking:** Create an a Base Camp or Crew Parking location for the submitted LA.
3. **Clone LA / New LA:** Create a new location with components of the previously submitted location or create a new location from scratch.



- Figure 20 -

Change Requests & Cancelations

Another major update to our system revolves around Change Requests and Cancelations. With MyFilmLA, you are no longer restricted to entering a single Change Request and then waiting for a coordinator to validate your request - you can make as many requests as you need to, or even modify a change request that you've submitted.

To Submit a Change Request:

1. Right click the LA you'd like to modify and select *Change Request* from the action menu.
2. Select the sections to update or select **CANCEL LA**
3. Let us know what prompted the Change Request
Click **CONTINUE** and you'll be taken to the section/s you selected in #3 so you can make the required updates.
4. Once you submit your Change Request, you'll see a duplicate version of your LA appear in your LA inventory with an incremented version number (1119-1 to 1119-2). If a coordinator accepts your request, the original version (1119-1) will disappear from your LA Inventory.

If you've requested to cancel your LA, it will disappear from your inventory and your coordinator will send an invoice if any fees are due.

The screenshot illustrates the workflow for submitting a change request. It starts with a table of 'My Location Authorizations' where a user right-clicks a row and selects 'Change Request' from the context menu. This leads to a form titled 'Change Request: Production, Venice Beach North - 1200 Oceanfront Walk, LA90001110-1'. The form has a section 'Select Items for Change Request:' with checkboxes for 'Dates & Times', 'Posted Parking', 'Lane Closure', 'Activities', 'Equipment', and 'Personnel'. Below this is a 'Reasons For Changes:' text area. At the bottom of the form are three buttons: 'CANCEL', 'CANCEL LA', and 'CONTINUE'. The 'CONTINUE' button is highlighted with a blue circle and the number 4. The bottom part of the screenshot shows the updated table with a new row for LA90001119-2 and the original row for LA90001119-1 highlighted with a red box. A blue circle with the number 4 is also placed over the 'CONTINUE' button in the form.

Purpose	Location Address	LA ID	v#	Status	1st Activity Date	Change Pending	Production Company Name
Production	Benny H. Potter West Adams Avenue Memorial Park - 2413 Second Ave	LA90001119-2	2	Processing	2/25/2021 12:00 AM		Athena's Arthouse
Production	Benny H. Potter West Adams Avenue Memorial Park - 2413 Second Ave	LA90001119-1	1	Processing	2/25/2021 12:00 AM		Athena's Arthouse

- Figure 21 -

Notes:

1. Change Requests can occur at any time in the LA lifecycle, even after distribution. Post-Distribution Change Requests require contacting FilmLA to make sure we can try to accommodate you.
2. Accommodating Change Requests can incur additional fees.

Association

If you've created your production locations and required base camp and/or crew parking locations ([Purpose](#), p. 10) you can connect them by [Association](#). Associating locations helps paint a picture for community impact and the movement of people and equipment.

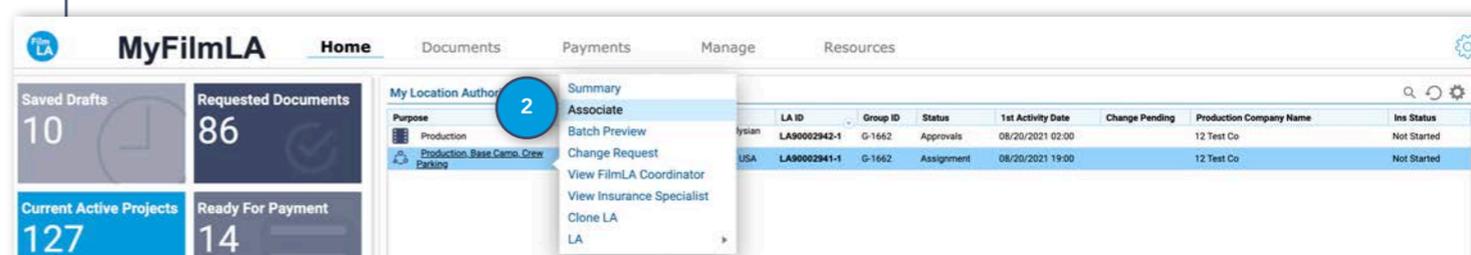
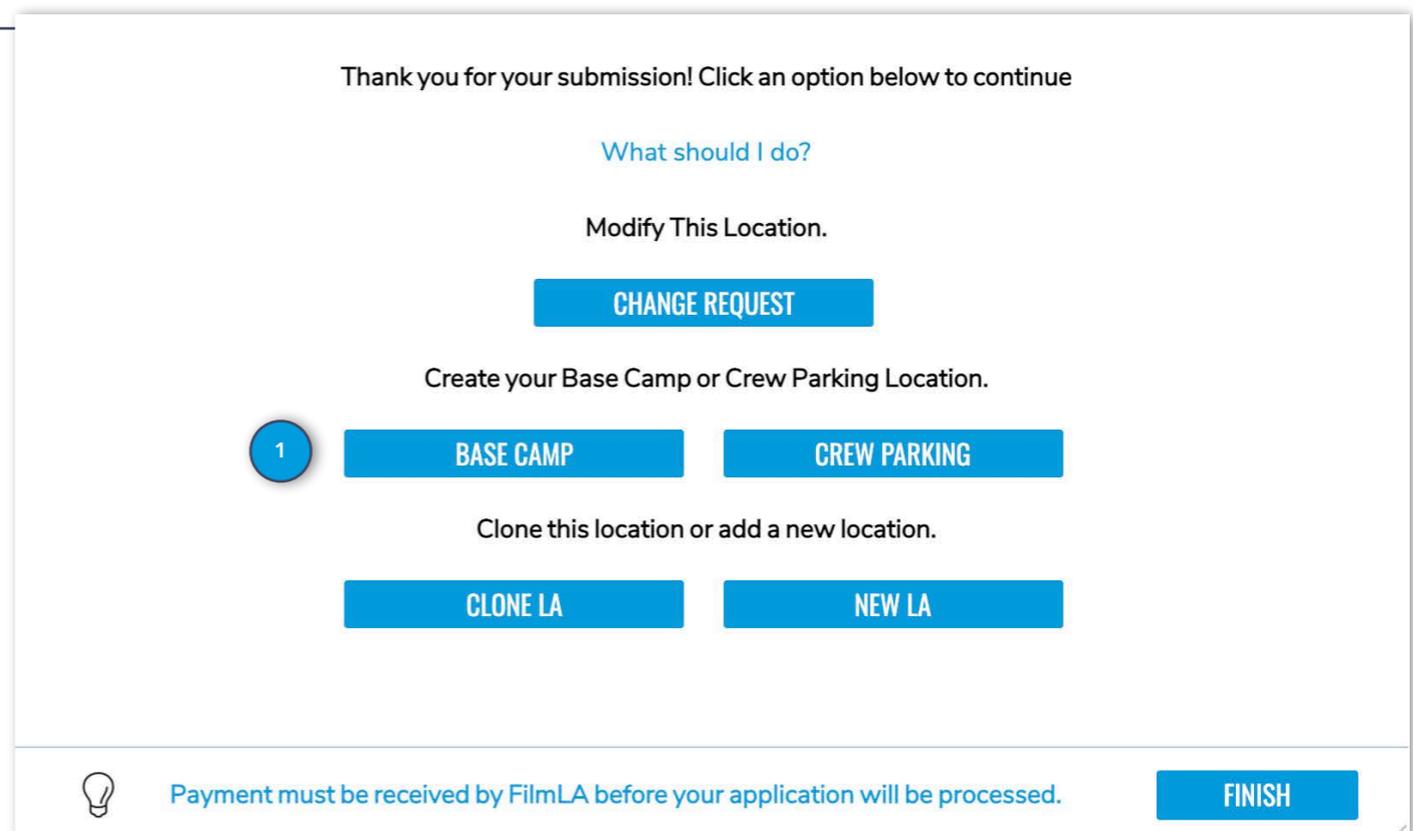
Example:

- Location A is the site with the main production activities.
- Location B serves Location A as the location for Base Camp, COVID Testing, and Crew Parking.
- These two should be associated so that FilmLA knows Location A has a corresponding Base Camp and Crew Parking site.

[Associations](#) can be made:

1. Automatically, at the end of the LA Request loop, by pressing the **Base Camp** or **Crew Parking** Button. The system will automatically associate the new location as the Base Camp or Crew Parking for the location that was just entered.
2. Manually, at any time from **User Action Menu** when **Right Clicking** a **LA** from the **LA Inventory Screen**

More on [Association](#) on the next page.



- Figure 22 -

Association Cont'd

To manually **Associate** LAs:

1. On the Home Tab, select the Project Title with the location that needs association.
2. Right-click the location you'd like to associate the other location/s to and select *Associate* from the action menu. Let's call the selected location our **Target Location**.
3. The **Target Location** will be listed at the top of the Association page in blue, bold font. The example is a *Production* location in *Culver City*.
4. Click the location you want to associate to this production location. For the example, an additional *Base Camp* needs to be added to the Production location.
5. Click **Associate**. If the location has a single purpose, like the base camp in this example, it will automatically associate to the target location with the correct relationship.
6. If the location has multiple purposes, you define how the target location will be using the associated location.

Click **Done** to Save the Associations.

The screenshot shows the 'Associate LA' window. At the top, the target location is listed: 'Associations: Production, 3826 Huron Ave, Culver City, CA, 90232, USA, LA90002939-1'. Below this is a search bar and an 'ASSOCIATE' button. The main area is divided into three sections: 'Eligible Locations', 'Base Camp Locations', and 'Production Locations'. In the 'Eligible Locations' table, the first row is selected. In the 'Base Camp Locations' table, the first row is also selected. In the 'Production Locations' table, the first row is selected. A 'Select Association Type' dialog box is open, showing a table with columns for LA ID, Address, Purpose, and Type. The 'Type' dropdown menu is open, showing options: Base Camp, Crew Parking, Production, and Base Camp, Crew Parking. The 'ASSOCIATE' button is highlighted in the dialog box.

LA ID	Address	Purpose	First Activity Date
<input checked="" type="checkbox"/> LA90002700-1	5900 Hollywood Blvd, Los Angeles, CA,	Base Camp	07/02/2021 00:00
<input type="checkbox"/> LA90002620-6	Colorado Ave, Santa Monica, CA, 90404	Production, Base Camp, Crew	07/01/2021 01:30
<input type="checkbox"/> LA90002621-3	5300 Hollywood Blvd, Los Angeles, CA,	Production, Base Camp, Crew	07/01/2021 03:00
<input type="checkbox"/> LA90002622-5	5000 Hollywood Blvd, Los Angeles, CA,	Production, Base Camp, Crew	07/01/2021 01:30

LA ID	Address	Purpose	First Activity Date
<input type="checkbox"/> LA90002938-1	3863 College Ave, Culver City, CA, 90232	Base Camp	08/05/2021 07:00

LA ID	Address	Purpose	First Activity Date
<input checked="" type="checkbox"/> LA90002623-4	5000 Hollywood Blvd, Los Angeles, CA,	Base Camp, Crew Parking	07/02/2021 01:30

LA ID	Address	Purpose	Type
LA90002941-1	2867 Huron St, Los Angeles, CA, 90065, USA	Production, Base Camp, Crew Parking	Base Camp

- Figure 31 -

Cloning

- Figure 32 -

Cloning is easier than ever in MyFilmLA – and we think you’re going to like how much this feature can speed up your workflow.

To Clone a Location:

1. From the Home Tab, Select the Project Title that contains the LA you want to clone.
2. Right click the Location you’d like to clone and select *Clone LA* from the action menu.
3. Select the Project Title you’d like to add the new clone to, you can send a cloned LA to any Project Title in your MyFilmLA account, or simply create a new Project Title.
4. Select your Purpose.
5. Select Sections to Clone.

Click **CONTINUE** and you’ll be taken through the regular LA creation process, except every section you selected in #4 will be pre-populated.

My Location Authorizations

Purpose	Location Address	v#	Status	1st Activity Date	Change Pending	Production Company Name	Ins Status
Production	Venice Beach North - 1200 Oceanfr.	2	Assignment	2/25/2021 12:00 AM		Athena's Arthouse	Not Started

1

Summary
Associate
Change Request
Clone LA

Clone LA: Production - Venice Beach North - 1200 Oceanfront Walk - LA90001110-2

Select Project Title for Clone LA from List: 2

Customer Training x CREATE NEW PROJECT TITLE

Select Purpose from List: 3

Base Camp x
Production
Base Camp
Crew Parking

Base Camp LA's may support one or More Production Locations.
Please indicate if this Base Camp LA will include an On-Site Crew Parking - then Associate the Production LAs that this Base Camp supports, if necessary.

Select Items to Clone: 4

- Dates & Times
- Posted Parking
- Lane Closure
- Activities
- Equipment
- Personnel

CANCEL CONTINUE

Distribution

- Figure 33 -

Once your locations are processed, approved and paid, you're ready for distribution.

1. From the Home Page, Select the Project Title that contains the LAs you want to distribute
2. Right click a **LA** in the "Ready for Distribution" Status
3. Select **Distribute**
4. A **Permit** will be generated (this can take a few moments)
5. Select if you want to:
 - A. **Download** the Permit as a PDF
 - B. **Print** the Permit
 - C. **Email** a PDF of the Permit
 - D. **Regenerate** a permit that failed to generate.
6. After you've selected your method of distribution, click **CLOSE** to return to the previous screen.

Location Authorization Request

My Location Authorizations

✓ Purpose	Location Address	v#	Status	1st Activity Date	Change Pending	Production Company Name	Ins Status
Production	97 Thornton Ave, Venice, CA, 90291, US	1	Ready for Distribution	2/25/2021 12:00 AM		Athena's Arthouse	Verification Completed
Production	Venice Beach North Oceanfront	2	Ready for Distribution	2/25/2021 12:00 AM		Athena's Arthouse	Verification Completed
Base Camp, Crew Parking	111 Thornton Pl, Venice, CA, 90291, US		Ready for Distribution	2/25/2021 12:00 AM		Athena's Arthouse	Verification Completed

Project Titles

Project Title	New LA	Edit	Close
Customer Training S: 1 E: 2	+		
Customer Training	+		
Achey Breaky Test	+		
Achiev Breakier Test Clone Test S: 2 E: 3	+		
Test 215	+		
Still Test	+		
AOR Boundaries	+		
Test of Weddingon	+		
Park Test	+		
Yep, It's a Video	+		
MIKES TEST	+		
Open Pastures	+		

Summary Information

Type of Permit: Commercials - Standard **Release Date: 6/24/2021**

Production Title	Nice Narwhals	Producer	Film Guy
Production Company	123 ENTERTAINMENT	Director	Guy Film
Type of Production	Commercials - Standard	1st AD	Movie Nerd
Insured Company Name	123 ENTERTAINMENT	Production Manager	Film Guy
Contact Phone Number 1		Location Manager	Count of Monte Kristo
Address		Primary Phone	(719) 237-0017
		Email	wescust@kristoferwarbritton.com
FilmLA Coordinator	Puxatonyyy Phil	Location Assistant	
Approval Group	G-1620	Primary Phone	

Fees

Number of Locations: 1 **Total Permit Fee: \$795.00**

Group: G-1620	Fee Description	Qty	Rate	Amount
	FILMLA FILM APPLICATION FEE	1	\$795.00	\$795.00
				Subtotal: \$795.00
				Total: \$795.00

Buttons: CLOSE, SEND EMAIL, REGENERATE

- Figure 26 -

Insurance

The insurance requirements are crucial, and timely submission of insurance documentation is necessary to prevent permit coordination delays or releasing of final permit. Please note we cannot amend the FilmLA Insurance Requirements of the Entities we serve, and encourage clients to share the samples with their brokers to ensure their coverage is sufficient.

Unfortunately, FilmLA will not be able to release your permit until all applicable insurance requirements have been met.

Additional certificates or documents may be required based upon location and activity.

Insurance Key Terms:

Field	Description
Additional Insured	An additional insured extends liability insurance coverage beyond the named insured to include other individuals or groups. An additional insured endorsement protects the additional insured under the named insurer's policy allowing them to file a claim if sued.
Carrier	Insurance Company providing coverage
Certificate of Insurance (COI)	A COI is a statement of coverage issued by the company that insures your business. Usually no more than one page, a COI provides a summary of your business coverage. It serves as verification that your business is indeed insured. Potential clients may request a COI as a condition of doing business with you.
Certificate Holder	Policyholders have their agents issue certificates of insurance (COIs) to the entity that hired the named insured to do work. ... The certificate of insurance names the general contractor as the certificate holder, which means they are the entity receiving the document.

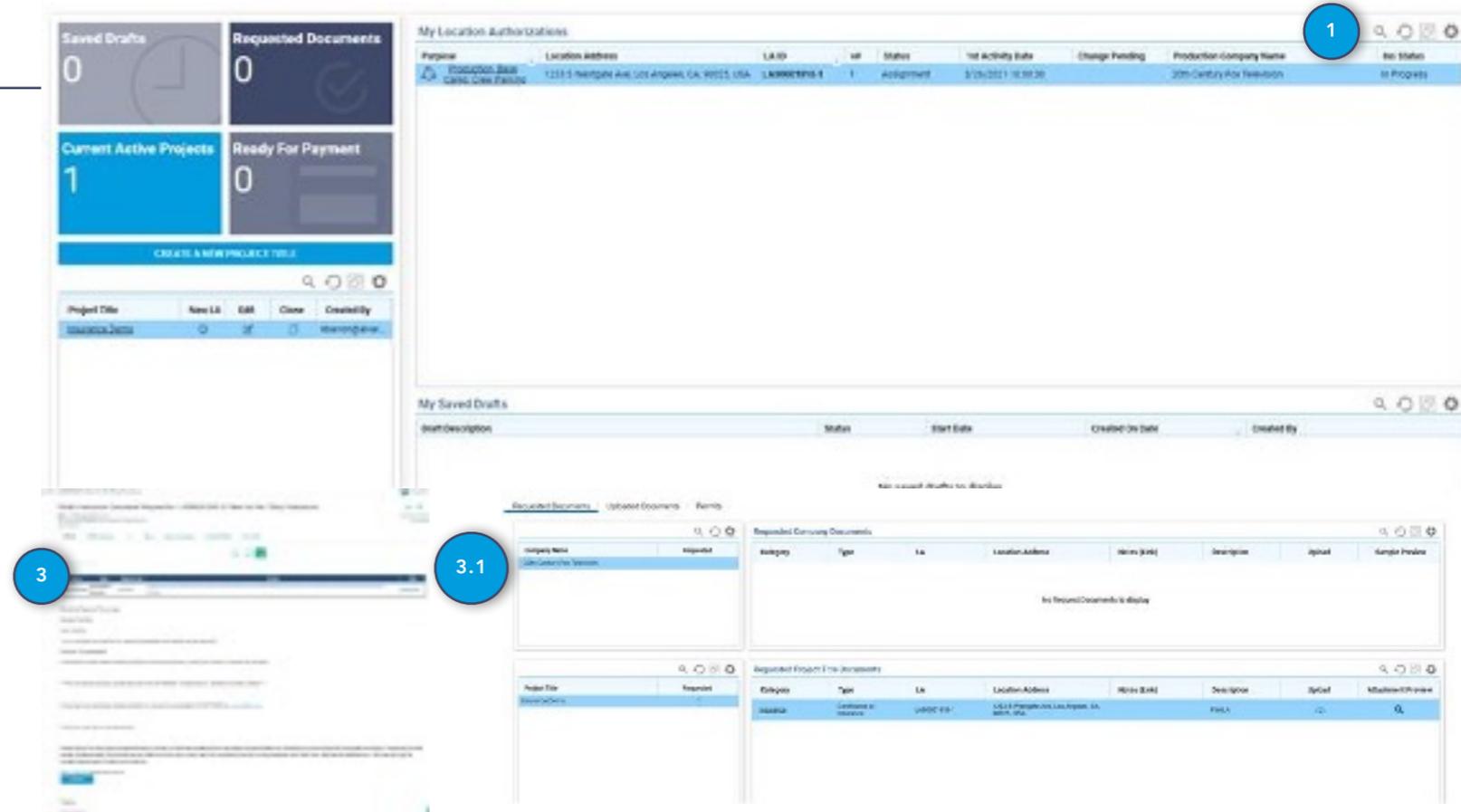
Field	Description
Endorsement	An endorsement, also known as a rider, adds, deletes, excludes or changes insurance coverage. An endorsement/rider can also be used to increase standard limits of coverage and take precedent over the original agreement or policy.
Production Company Insured Company	Production Company r applying for a filming permit, who accepts the terms and conditions of the permit including the agreement to indemnify FilmLA and any Entities/Jurisdictions listed on the permit. Both entities listed under Insured Company and Production Company must match.
Insurance Coverage Type	General Liability, Auto Liability, Workers' Comp, Aviation Liability, Umbrella Liability
Exceptional Activity	An event that requires additional insurance coverage due to extra complexity or risk
Project Title	Name of production/project to be used for associating LAs together. (Ex: Honda, SWAT, Grey's Anatomy). Must match any insurance any documentation references

Insurance Cont'd

- Figure 27 -

Your insurance status will be reflected as your documents move through our Insurance Processing and viewable on your Dashboard:

1. **Not Started:** Status when your LA is queued for insurance assignment.
2. **In Progress:** Status when your LA has been assigned but not yet reviewed by the insurance specialist.
3. **Pending Insurance Document Verification:** Status when you should check your email for samples links and forward to the broker.
 - 3.1. You may submit the required documents through the upload link either in the email or on the Requested Documents page of the LA
4. **Waiting on Additional Documents:** Status when your submission requires additional documents or changes. Please check your email for information and forward to the broker.
5. **Verified:** Status when all documentation has been received and approved. Should you make changes to the LA after the insurance was verified, your insurance status may change back to one of the status' listed above.



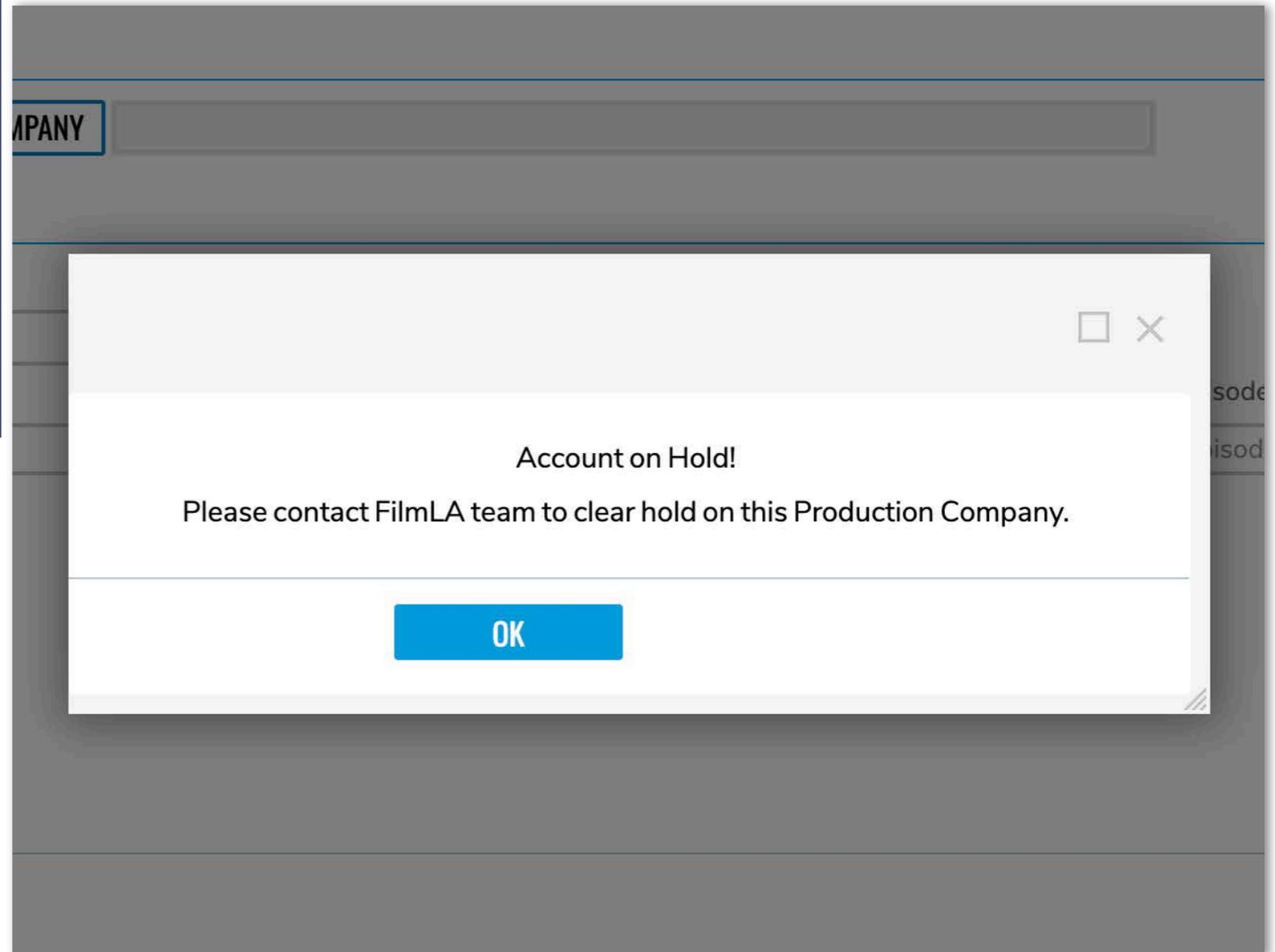
Communication between our insurance representatives and customers is critical and time sensitive since it requires processing by the brokers. The insurance status helps all parties working on the permit to assess the standing of insurance validation documentation required. Clients are urged to forward requests on to their broker for processing and remittal before the due date listed on the communication.

Delinquency

If you fail to pay your invoice, your Production Company will become delinquent.

1. Delinquent Production Companies cannot create New LAs.
2. To clear your Delinquent Account, contact FilmLA and pay all outstanding fees.

- Figure 28 -



Contact us if you have questions! (213) 977-8600

Glossary



MyFilmLA Icon Guide

Purpose: *What is the location being used for?*

Single:



Dual:



Everything:



- A -

APPLICANT - 31 -

APPLICATION FEE - 31 -

ARTIFACTS (LA RELATED) - 31 -

AOR (AREA OF RESPONSIBILITY) - 31 -

APPLICATION - 31 -

ASSETS - 31 -

- C -

CLIENT - 31 -

CONFLICT - 31 -

COORDINATOR - 31 -

CUSTOMER - 31 -

- E -

ESTIMATED CHARGES - 31 -

EXPEDITED PRODUCTION APPLICATION - 31 -

- F -

FILML.A. MONITOR - 31 -

- G -

GIS - 32 -

GRID - 32 -

- I -

INSURED COMPANY - 32 -

INTERNAL BUSINESS RULE - 32 -

INVOICE - 32 -

ITEM - 32 -

- L -

LOCATION AUTHORIZATION - 32 -

- M -

MONITOR - 32 -

- N -

NON-GRIDDABLE AREAS - 32 -

NOTIFICATION - 33 -

- P -

PERMIT DISTRIBUTION - 33 -

PERMIT SERVICE - 33 -

PERMIT SERVICE AGENT - 33 -

POSTING - 33 -

PRODUCTION APPLICATION - 33 -

PRODUCTION APPLICATION ASSIGNMENT - 33 -

PRODUCTION APPLICATION FEE OR APPLICATION FEE - 33 -

PRODUCTION COMPANY - 33 -

PRODUCTION TYPE - 33 -

PROJECT TYPE - 33 -

PURPOSE (RELATED TO LA) - 33 -

- R -

RESERVATION - 33 -

- S -

SERVICE LEVEL AGREEMENT (SLA) - 33 -

STRIPE - 33 -

- W -

WORK ORDER - 33 -

APPLICANT

The individual completing and submitting the Production Application. (e.g., Location Manager, Permit Service Agent, Student Film Maker).

APPLICATION FEE

The application fee due at the time of submission of Location Authorization.

APPROVAL GROUP

Locations (referred to as Location Authorizations--see page 14 for definition) grouped together by geographic proximity and jurisdictional authority. Denoted by **G-1314**

ARTIFACTS (LA RELATED)

Documents required for the processing of Location Authorizations.

AOR (Areas of Responsibility)

Areas that FilmLA processes permits or license agreements for.

APPLICATION

A formal request submitted by a customer (Permit Service Agency, Production Company, or Student Filmmaker) to FilmLA with the purpose of obtaining Activities Authorization(s) for certain shoot activities.

- An Application needs to capture company details (permit service company and / or production company), contact information, and application details
- An Application may have a non-refundable fee (currently that's \$795), which currently covers up to 10 Activities Authorizations that happen within a 2-week timeframe

ASSETS

Any document providing evidence of meeting insurance requirements.

CLIENT

Agencies frequently involved in the Location Authorization process, such as the LAPD, LA Fire Department, etc.

CONFLICT

Scheduled activity that may interfere with Location Authorization activity. Types of Conflicts are Events, Construction and other Location Authorization.

COORDINATOR

This term always refers to the Permit Coordinator unless another term is attached, such as "Insurance Coordinator."

CUSTOMER

Person taking ownership of Production Application. Typically, the Location Manager, Permit Service Agent or Student.

ESTIMATED CHARGES

Some fees are estimated and assessed based on jurisdictional requirements per the activities submitted by the customers on the application for a Location Authorization(LA).

The customer pays all jurisdiction fees, including estimated fees, once the LA is approved and prior to distribution of the permit.

Jurisdictions submit to FilmLA the final actual charges subsequent to completion of the filming activity and FilmLA reconciles estimated charges to the actual charges. If the actual charge is greater than the estimated charge the customer is assessed the difference, or if the estimated charge is greater than the actual charge the customer may request a refund.

FilmLA MONITOR

FilmLA representative who his hired by customer based on specific jurisdiction requirements or special conditions to monitor filming activity on location.

GIS

Geographic Information System used by FilmLA to track filming activity and relate industry, client and customer history and knowledge to mapped locations via latitude and longitude.

- For example, 1920 Clark Avenue, Burbank, CA 91506 = John Burroughs High School, Out of permit jurisdiction, school, requires license, process guidelines for Burbank USD, Smart pole within 50 feet, requires 1000' radius notification, requires custodian, requires FSO, No gunfire, etc.

GRID

A grid is a location type that allows for restricted filming activities in a larger area. Filming activity on a grid must have 5 or less small vehicles. 15 or less total personnel. Activity must be low impact. Not all FilmLA AORs allow grid permits. Grids are drawn as polygons in GIS.

INSURED COMPANY

Company that hold insurance policy covering the production. Insured Company must be the same as Production Company or associated directly with the company.

INVOICE

A list of items or services and their associated price and due date.

ITEM

An item that the customer purchases as part of the process of obtaining Location Authorization(s). An Item can be a document (E.g. permit, school license) or a service, provided by either FilmLA or FilmLA clients (LAPD, LAFD, etc.)

- Every Location Authorization will have at least one associated product.
- Documents (e.g. permits, school licenses) will specify a single location but could have multiple dates / times.
- Services (e.g. monitors, notifications, UFSO) are currently charged based on estimates as provided by clients and/or FilmLA, with debit / refunds handled after the dates.

LOCATION AUTHORIZATION

A location represented with a geometry in a feature requested to be used by a customer for a specific set of activities on a specific set of dates and times.

This could be a Production Location, Base Camp, Crew Parking.

Each Location Authorization Request generates a Permit for that location and date/time range once it has gone through the approval process and the estimated fees for that location have been paid.

A Location Authorization could authorize:

- Only one location
- Multiple strike dates / time, film dates / time, set up dates / time (currently must be within a 2-week time frame)
- A variety of activities

A location represented with a geometry in a feature requested to be used by a customer for a specific set of activities on a specific set of dates and times.

This could be a Production Location, Base Camp, Crew Parking.

MONITOR

See also FilmLA Monitor

Different entities within FilmLA AORs will have their own monitors assigned to productions.

NON-GRIDDABLE AREAS

Areas where grids are not allowed to be permitted but can be drawn into on Location Authorization. This includes areas like Special Condition Areas and certain FilmLA jurisdictions (Unincorporated LA County) as well as jurisdictions outside of FilmLA's jurisdiction.

NOTIFICATION

A notice provided to residents in the area of filming, providing information about a filming activity that is going to occur in their area. Information includes day, time, specific area, activities, equipment, possible street restrictions, etc.

PERMIT DISTRIBUTION

Location Authorization has been approved, paid and distributed to Customer as a Permit.

PERMIT SERVICE

A company that provides services to a production company and acts on behalf of them when submitting a Production Application and Location Authorization.

PERMIT SERVICE AGENT

The individual working for a Permit Service company in the role of Customer.

POSTING

Temporary 'No Parking' signs placed on streets for film shoots.

PRODUCTION APPLICATION

A formal request completed by a production company containing information about a specific Production Title usually accompanied with a Location Request. It's used as supporting information when requesting a Permit for a location.

PRODUCTION APPLICATION ASSIGNMENT

When a Coordinator selects a Production Application to work on it becomes assigned to them.

PRODUCTION APPLICATION FEE OR APPLICATION FEE

This is Film LA's cost to work on a Production Application and Location Request. This fee is paid before a Production Application will be assigned to a coordinator to work. This fee is non-refundable.

PRODUCTION COMPANY

Company conducting the filming or still photo activity. Company is responsible for fees. Company can authorize permit service to act on its behalf.

PRODUCTION TYPE

Type of Production (E.g. Commercial, TV Series, Feature)

PROJECT TYPE

Type of Project (E.g. Filming, Still Photo, Event)

PURPOSE (RELATED TO LA)

The Purpose of an LA is the reason it is being requested. The categories of Purpose are Production, Base Camp or Crew Parking.

RESERVATION

Arrangement for something to be held for one's use. (E.g. Parks, Beaches, GSD properties).

SERVICE LEVEL AGREEMENT (SLA)

A Service Level Agreement provides clarity about process requirements such as deadlines and process times.

STRIPE

Electronic payment system. Allows customers to pay their invoice online without having to use a check or cash.

WORK ORDER

Service to be provided to customer or client.