

**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	CORRECT								
2	Adams	Anita	Elizabeth	12/31/1975									
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: LAXFilmOffice@lawa.org



XYZ STUDIOS

“production title”
XYZ STUDIOS
123 Main Street
Anytown, USA

Risk Management
7301 WORLD WAY WEST,
2ND FLOOR
LOS ANGELES, CA 90045

Hello,

This is our letter of intent for our production activities on Friday, April 26th, 2013. Hours of production activity will be from 6:00 a.m. until 10:00 p.m. We are interested in filming on the FBO leasehold on the inside and outside of the southern FBO hangar #2, as well as outside FBO's offices and ramp space. All production company personnel and equipment will remain within the leasehold boundary at all times. Any lighting equipment will be positioned as to not adversely impact aircraft operations. Any direction given by the on-site Airport Operations representative to shut off, lower, or otherwise reposition the lights will be complied with immediately.

Any elevated equipment (booms, cranes, lifts, etc.) will not be positioned higher than the nearest structure or allowed to penetrate any of the FAA Imaginary Surfaces. Any direction given by the on-site Airport Operations representative to lower or otherwise reposition the equipment will be complied with immediately.

Requested Filming Activities/Scenes

EXT. TARMAC (Challenger Aircraft, N#456AB)

Filming actors boarding/exiting jet. Actor falls off entry/exit stairs as jet pulls away (Jet being towed). The jet will “move” out of the picture, pulled by one of the repositioning vehicles and an airport-approved operator. The jet will never be powered up with its own engines. We will use the external generator to provide interior lighting to the jet. **AGAIN, WE WILL NEVER POWER THE PLANE WITH ITS OWN ENGINE.** Actors will exit the jet.

INT. JET (Challenger Aircraft, N#456AB)

Filming of a dialogue scene with actors inside of jet.

INT./EXT. LIMO

Filming a dialogue scene inside and outside of a limousine at the southern “Jet Tech” office space. The limo will “move” in and out of camera frame. The limousine may also be filmed inside and outside of FBO Hangar #2.

ADDITIONAL INFORMATION

Cast + Crew: 100

Vehicle count for on airport property: Stakebeds: 8, Vans: 8, Trucks: 2 Generators: We would like to put our craft service truck and camera truck as close as possible to our filming area. We will bring in a 4-unit portable bathroom that will be placed next to Hangar #2. Production would like to have 4 propane dolly heaters to keep our crew warm. We would like to have the ability to have our production (stakebed) trucks access the filming area in front of the southern FBO hangar.

We will have 2 condors for our filming activities. One will be inside the southern FBO hangar and the second will be between the northern and southern FBO hangars.

Thank you,

Location Manager
XYZ STUDIOS
123 Main Street
Anytown, USA