

# Before You Film

## 1. Call the AFO to discuss your project

## 2. Provide the AFO with the following:

- Production insurance naming the City as the additionally insured.
- Script
- Crew list
- Vendor list
- A list of all filming dates and locations
- A signed copy of the Filming Guidelines & Code of Conduct

## 3. Contact (contact information can be found at the end of this document):

- **Chief's Overtime** if you plan to use APD
- **Fire Marshal** to inform of mill shop space, hot works, filming locations, And SPFX, and to perform walkthrough at film locations and studios to insure fire/life safety and exiting requirements are enforced.
- **Construction and Road Closure Coordination** to inform of filming locations. They will let you know if anything else is scheduled in the area that could impact your ability to film (construction, road work, previously permitted work, etc.).
- **Environmental Health** to be sure catering and craft service have all required permits.