

Code of Conduct for Cast & Crew

Film, photography and television productions are guests in residential and commercial areas and shall treat all locations, as well as the members of the public, with courtesy. It is the responsibility of each producer/production company to ensure that cast and crew comply with this Code of Conduct.

If a production company is not adhering to this code of conduct, please contact Santana Garcia with the Albuquerque Film Office at: or 505-768-3283.

1. Production crews must clean the location at the end of each filming day and ensure the area is returned to its original condition prior to the end of filming activities.
2. Letters of notification are the primary source of information for businesses and residents and are required for all permitted filming activities in the City of Albuquerque.
3. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time indicated on the permit and letter of notification.
4. Cast and crew vehicles are not covered by the location filming permit and shall observe designated parking areas noted by location managers.
5. The moving or towing of any vehicle outside of a permitted "no parking tow away zone" location is prohibited without the express permission of the vehicle owner.
6. Production vehicles shall not block, or park in, driveways without the permission of the driveway owner.
7. Pedestrian traffic cannot be restricted/redirected unless permitted.
8. Cast and crew shall not trespass on residents' or business owners' property. All production activity must remain within the boundaries of the property that has been permitted for filming.
9. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. All napkins, plates, and coffee cups used in the course of the work day shall be disposed of in the proper receptacles. All catering, crafts service, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.
10. The production shall comply with the Albuquerque Clean Indoor Air Ordinance, 9-5-5-1 *et seq.*
11. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers that have been provided by the production company.
12. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the relevant municipal authority and Albuquerque Film Office or property owner.
13. Film crew shall not remove city street signs without permission from the City of Albuquerque. This must be arranged through the AFO.
14. Every member of the cast and crew shall keep noise levels as low as possible at all times.
15. Cast and crew will refrain from the use of lewd or improper language.
16. It is up to the film company to make alternate parking arrangements for residents in possession of a valid street parking permit for that area whose vehicles are displaced by the filming activity. Relocating vehicles by towing to accommodate filming or parking will not be permitted.
17. The production company/individual will comply at all times with the provisions of the filming permit, Film Guidelines and Code of Conduct.
18. A copy of the completed film permit must be on location at all times with the location department.
19. A copy of the Code of Conduct for Cast and Crew must be attached to each letter of notification distributed to businesses and residents.