JOIN THE ACTION IN OKLAHOMA:
FILM FRIENDLY COMMUNITY GUIDE

OKLAHOMA
Film + Music

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WELCOME LETTER

Dear Oklahoma Community Partners,

On behalf of the Oklahoma Film + Music Office (OF+MO), I would like to welcome you to participate in our Oklahoma Film Friendly Community Program and invite you to become a certified community. Whether you have previously hosted film or television productions or you're just now interested in getting started, there's a place for your community to join the action in Oklahoma's film and television industry!

Since our office was founded in 1979, we rely on the expertise of our locals throughout the state to assist our office in showcasing our diverse locations and distinct cultural offerings while consistently delivering the heartland hospitality our state is known for. After all, Oklahomans believe we are stronger together, so get ready - it's your time to shine!

Through the Oklahoma Film Friendly Community Program, our office will provide the necessary toolkit you'll need to be equipped to best serve both your community as well as the corresponding needs of film and television productions within your areas. The materials provided in this program will allow you to learn more about the benefits and impact of film and television productions in Oklahoma with expanded insight on how to best showcase your unique community with guidance on film etiquette, location agreements, permitting, photography and tracking the economic impact of film and television in your own communities!

By becoming certified, you are telling the entertainment industry that you value their creative and logistical needs, understand the positive impact their business can bring to your community, and are standing by to assist them. There is no better time than now to promote the assets in your community, as our industry is experiencing more film and television business than ever before in our state's history as we become a top entertainment center for business in the U.S.

Many of you know Yousef Kazemi, our Outreach and Production Manager, who will be your point-of-contact as we launch this unique and timely program. My entire team and I look forward to the opportunity to work with you, as our valued partner.

Best regards,

Tava Maloy Sofsky
Director, Oklahoma Film + Music Office
A Division of the Department of Commerce
Tava.Sofsky@OKCommerce.gov

BEHIND THE SCENES OF "BIRDIE"
PRIVATE PROPERTY NEAR BOYNTON, OKLAHOMA

THE BENEFITS OF THE OKLAHOMA FILM + TELEVISION INDUSTRY

RIGHT now is an incredible time to be part of Oklahoma's growing film industry. The Oklahoma Film + Music Office (OF+MO) is working to ensure Oklahomans across the state can participate in and engage with the opportunities that film production brings when filming on-location. If you've decided your community is ready to join the action, the next step becomes the task of getting filmmakers to your area. With the Oklahoma Film Friendly Community Program, we invite you to be part of a statewide network of locations that films love to use for several reasons. Below, we've included some talking points that you can use to highlight what makes filming in Oklahoma and your community so beneficial for film productions.

LOCATIONS

What do film and real estate have in common? Location, location, location! Oklahoma is one of the most diverse states in terms of landscapes, with almost 70,000 square miles of land that varies from mountains to sand dunes, hardwood forests and prairies, spread among its 12 eco-regions. Highlight the unique locations that make your community special, whether it's your local landscape, a historic building, or a thriving Main Street. Film productions look for diversity in locations so that they're able to film multiple sets in one area. If your community can double as the quintessential 1950's small town, America or a landscape in Europe, use that to your advantage and let filmmakers know what you can do to help their vision come to life in your community.

INDUSTRY INFRASTRUCTURE

It takes a village to make a movie. Film productions use many different businesses during the production process, and letting productions know what's available in your community can help increase their presence in your area. If there's a green screen, recording studio, antique store, carpentry business or film school in your community, have that information ready to go. Knowing what businesses are film-friendly ready in your area can help attract productions as well as direct their dollars into small businesses in your community. Not sure where to start? See what businesses may have already registered in the Support Services section of our Production Directory and encourage other businesses to register as well.

BEHIND THE SCENES OF "A THOUSAND LITTLE CUTS"
DOWNTOWN OKLAHOMA CITY, OKLAHOMA

SKILLED WORKFORCE

Oklahoma's incredible workforce features experienced, professional cast and crew members. Thousands of jobs are created each year as part of the film industry, not including the work that support services provide as a part of the Oklahoma film infrastructure. Much like our Support Service directory, we have a statewide Crew directory that can direct filmmakers to available crew in specific areas. Visit the Crew section of our Production Directory to browse who may already be registered in your community. Encourage skilled workers in your community to register, as it takes make-up artists, composers, chefs, tailors and more to make a movie! A complete list of related film jobs and descriptions can be found beginning in the Film Definitions section of this handbook.

FILM INCENTIVES

The Filmed in Oklahoma Act Rebate Program provides one of the highest rebate percentages in the nation offering a maximum of 38%. With a base incentive of 20% and several opportunities for additional rebate percentage uplifts, and a low minimum spend of only $50K (at least $25K of which must be local spend), even small independent films will find the Oklahoma incentive easily accessible. There are no caps for how much a single project may obtain in rebates, but the program has an annual cap of $30 million. Of the $30 million annual cap, $22.5 million is allocated for projects with Oklahoma expenditures of at least $7.5 million, and the remaining $7.5 million is allocated for projects with Oklahoma epxpenditures of less than $7.5 million.

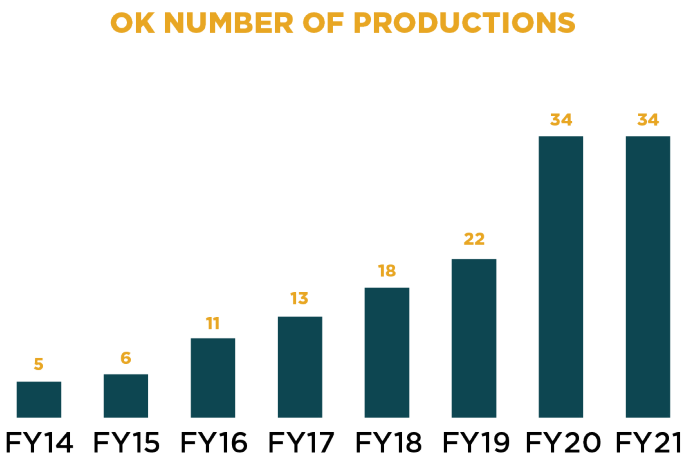
CLICK HERE for more information on the Filmed in Oklahoma Act Rebate Program.

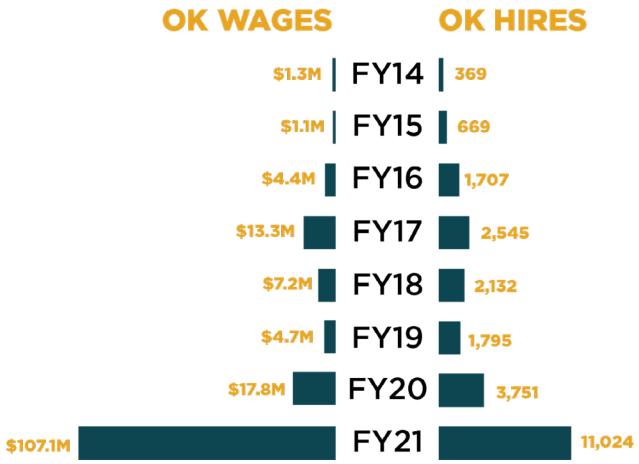
ECONOMIC IMPACT OF FILM & TELEVISION

IN an industry that relies on the dependability of state government and local support to establish its business, Oklahoma has proven its steadfast commitment to film and television, offering one of the strongest competitive film programs in the nation.

Over the last two years as the state's previous film incentive program has expanded, nearly 70 film and television qualified projects were produced in Oklahoma, and with newly signed legislation effective July 1, 2021, the state's current incentive, the Filmed in Oklahoma Act Rebate Program, is now the foundation of the current and future development of the state's film, television and music industries.

The rebate program itself operates on the Fiscal Year (FY) calendar, which saw FY21 (July 1, 2020 – June 30, 2021), accounting for 34 film and television productions shot in Oklahoma utilizing the state's rebate program. This number has increased every year since FY14, with FY22 projecting even more growth. The economic impact of the 34 films that shot in FY21 amounts to $170 million spent in Oklahoma, with $107 million of that money being paid to Oklahoma film industry workers.





From FY11-FY21, the state's film incentive generated over $300 million in direct local spend from film and television productions that utilized the program. This industry is thriving, with more and larger films choosing to film in Oklahoma every year. The impact has the potential to grow small businesses across the state, as the film industry has incredible reach into other sectors of business. Hair stylists, accountants, truck drivers, hotels, carpenters, tailors, restaurants, and many more businesses have the potential to benefit from film productions using their communities as set locations.

CLICK HERE for current information on the economic impact of film and television production in Oklahoma as well as a history of Oklahoma film incentives.

REEL FACTS ABOUT OKLAHOMA'S FILM +TV INDUSTRY

BEHIND THE SCENES OF "GREAT PLAINS"
PHOTO CREDIT: ZACHARY BURNS

- Despite a year that saw challenges for many industries amid the COVID-19 pandemic, Oklahoma's film and television industry continued a positive trajectory in 2020 with 34 film and television projects produced in our state utilizing the state's film incentive program administered by OF+MO. This was due in part to Oklahoma Governor Kevin Stitt declaring the motion picture and sound recording industries an essential business, helping avert future shutdowns in this sector.
- In Fiscal Year 21 (July 1, 2020 – June 30, 2021), over 42 different statewide communities served as location sites and were impacted by film and TV productions in Oklahoma.
- In 2021, Oklahoma hosted its first full-season scripted television series, FX's "Reservation Dogs", as well as its largest motion picture to date, Apple's "Killers of the Flower Moon" from acclaimed director Martin Scorsese.
- In 2021, MovieMaker Magazine ranked Oklahoma City #15 out of 25 big cities & Tulsa #7 out of 10 small cities/towns as the Top Places to Live and Work as a Filmmaker on its annual list.
- While OF+MO remains the only government agency statewide to offer a film incentive program, the state has seen the creation of additional film offices who support production in their respective cities and regions - the Tulsa Office of Film, Music, Arts and Culture (TFMAC), the Cherokee Nation Film Office, the El Reno TV & Film Commission and the Shawnee Film & Music Office.
- Oklahoma offers over 30 film festivals, including the top-rated deadCenter Film Festival, which annually attracts over 25,000 attendees.
- Oklahoma has over 40 recording studios, including state-of-the-art facilities around the state where several film productions have utilized the additional music incentive offered by the state's film rebate program to record their project's soundtrack or score with Oklahoma musicians and talent.
- Oklahoma has the longest stretch of drivable Route 66 miles in the United States.
- With 12 distinct eco-regions, Oklahoma has the most diverse terrain per miles in the United States.
- Oklahoma has 55,646 miles of shoreline - more than the Atlantic & Gulf Coasts combined.
- Oklahoma City and Tulsa have been named Top 20 Cities for lowest cost of living.
- Oklahoma has over 145 universities, community colleges and trade schools with new academic programs and curriculum solely focused on film production and training.

Visit page 8 of the Oklahoma Look Book for more cultural, natural and business statistics.

A CASE STUDY OF THE OKLAHOMA FILM "I CAN ONLY IMAGINE"

"I Can Only Imagine" tells the story behind the multi-platinum song of the same name, which found an audience with both pop and Christian fans everywhere. ***The song was inspired by the true story of MercyMe lead singer Bart Millard whose life is explored on film.*** Directed by brothers Jon and Andrew Erwin and filmed entirely in Oklahoma, "I Can Only Imagine" features an all-star cast, including Dennis Quaid ("The Day After Tomorrow"), Academy Award-winner Cloris Leachman ("Young Frankenstein"), country singer/actor Trace Adkins, and in his screen-debut, Broadway's J. Michael Finley ("Les Miserables").

After qualifying for Oklahoma's film incentives, principal photography began on November 30, 2016, and concluded on February 3, 2017. ***The film created more than 340 local jobs throughout the production's nearly 270-day duration in Oklahoma, which included pre-production, production and post-production.*** "I Can Only Imagine" was filmed throughout the communities of Oklahoma City, Jones, El Reno, Yukon, Del City, Bethany and Quartz Mountain with a direct in-state spend totaling over $4 million.

THE SONG THAT STARTED IT ALL

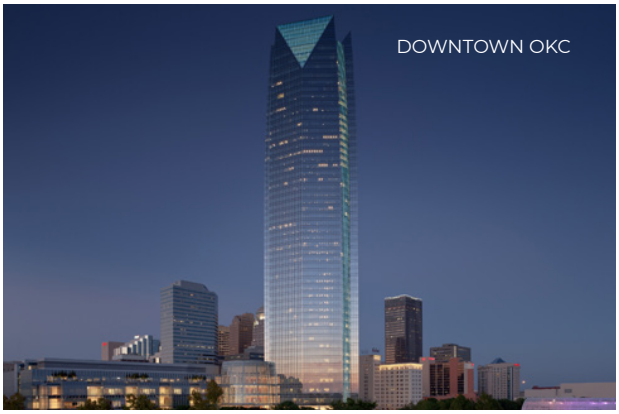
- In April 2010, "I Can Only Imagine" was certified platinum by the Recording Industry Associaton of America (RIAA), signifying sales of over 1,000,000 digital downloads.
- It is the first single by any artist in the Christian music genre to go platinum. The song was certified 2x platinum in 2014.
- "I Can Only Imagine" earned two Gospel Music Association (GMA) Dove Awards in 2002; 'Pop/Contemporary Recorded Song of the Year' and 'Song of the Year'.
- Millard also won "Songwriter of the Year" at the same ceremony.
- In November 2009, the song was played on board Space Shuttle Atlantis as a wake-up call for Barry E. Willmore during STS-129.
- Named Oklahoma's state inspirational song in April 2018.

LOCATIONS FOR "I CAN ONLY IMAGINE"

"The majority of 'I Can Only Imagine' was shot throughout Oklahoma, including the Centennial Rodeo Opry, OKC Farmers Public Market and a farm in Yukon. Oklahoma was such a fit for the production that when Finely recorded the songs for 'I Can Only Imagine' inside ***Del City's Castle Row Studios***, the new studio ended up becoming a filming location too." [NewsOK]

"I don't think at the time they realized how much Oklahoma was a presence in everything we did, so I was excited that if it couldn't be Greenville, Texas, then Oklahoma was the next best thing because MercyMe started there, and most of our formative years came out of that season being in ***Oklahoma City***, just trying to survive."

– Bart Millard, co-director



"I've never felt as embraced by a state as a filmmaker and a city as ***Oklahoma City***. There's something really magical about this state. The people are great, the crews are great, and the incentive is well-structured for a film like ours."

–Jon Erwin, co-writer/co-director

ECONOMIC IMPACT OF "I CAN ONLY IMAGINE"

Despite the film's ties to Oklahoma, "I Can Only Imagine" would not have been made in the state without the film incentives offered. The film, which was shot entirely in Oklahoma, spent $4,300,475 in Oklahoma and received a 37% rebate in the amount of $1,591,176.

$4.3 MILLION DIRECT OKLAHOMA SPEND

$2,538,004 QUALIFYING WAGES PAID

82% **LOCAL CAST & CREW**

18% **NON-LOCAL CAST & CREW**

13,000 PEOPLE RESPONDED TO CALL FOR LOCAL EXTRAS

IN-STATE SPEND 64%
OUT-OF-STATE SPEND 36%

83
DAYS OF FILMING

$146,771
SPENT ON FOOD + CATERING

$200,775
SPENT ON TRANSPORTATION

$222,786
SPENT ON LODGING + ACCOMMODATIONS

$384,041
SPENT ON EQUIPMENT RENTAL

$22,200
SPENT ON OKLAHOMA MUSIC

349
OKLAHOMA CAST + CREW HIRED

2334
ROOM NIGHTS BOOKED

"I CAN ONLY IMAGINE" THEATRICAL RELEASE

Distributed by Lionsgate and Roadside Attractions, ***the Oklahoma made film shattered box office expectations bringing in $17.1 million during its opening weekend*** in theatres across North America.

The film took in an estimated $17,064,640 for a ***per screen average of $10,475 from 1,629 locations in North America***. The film received an A+ CinemaScore with an audience that was 67% female and 80% over 35. ***[Roadside Attractions release]***

"I Can Only Imagine" received ***130 million trailer views prior to its release***, an indication that the film would over perform. ***[Variety]***

The film also ranked as the ***#1 independent film in America upon its release and marked Roadside Attraction's highest theatrical debut ever***.

Not only did the film earn a rare ***A+ CinemaScore*** from audiences who saw it and were asked to rate the movie on its first weekend, but also ***79% said they were planning on seeing it again. [Tulsa World]***

The film continued to attain a wide release, ***showing in 2,894 theatres and grossing over $83,482,352.*** It is currently ranked the ***5th highest grossing Music Biopic and 3rd highest grossing Christian film to date***.

2,894 THEATRES

$83.4+ MILLION BOX OFFICES SALES

130 MILLION TRAILER VIEWS

PHOTO CREDIT: ZACHARY BURNS

ABOUT THE OKLAHOMA FILM FRIENDLY COMMUNITY PROGRAM

A division of the Oklahoma Department of Commerce, the Oklahoma Film + Music Office (OF+MO) first implemented its Film Friendly Program in 2010 hosting statewide workshops across all Tourism Countries to educate and assist communities with readying themselves for incoming film and television productions. These workshops have proven to be successful in providing information on best practices when working with film and television productions as well as identifying Oklahoma communities who are eager to recruit such business to their areas.

While we're proud to continue offering our educational workshops throughout the state, our new Oklahoma Film Friendly Community Program will help communities develop the necessary permits and protocol to address film and television production in their areas. It is our goal to establish certified film-friendly communities in all 77 Oklahoma counties that can assist film and television production companies on a local level, so that everyone who chooses may be represented in this booming industry. As such, these certified communities will work with OF+MO and their city leadership to establish a designated film liaison in their areas, as well as infrastructure and permits, which will better serve their areas and the film industry for years to come.

Those interested in receiving official designation from OF+MO as a certified Oklahoma Film Friendly Community may apply by contacting the office after reviewing the requirements detailed in this handbook.

Interested parties can also request a Film Friendly Community workshop by contacting Yousef Kazemi, Outreach + Production Manager, at Yousef.Kazemi@OKCommerce.gov.

All communities, regardless of their choice to seek official certification, are invited to submit information on their areas for the expanded statewide community profiles on our website. We would love to know what makes your area unique and what you can offer filmmakers by completing our Film Community Survey.

Please follow us on social media (@okfilmmusic) or subscribe here to our e-blasts and monthly newsletter for more information on upcoming OF+MO events and when we may be in your community.

CERTIFYING YOUR FILM FRIENDLY COMMUNITY

BEHIND THE SCENES OF "HOSEA"
PHOTO CREDIT: ZACHARY BURNS

STEP ONE: DESIGNATING YOUR COMMUNITY'S FILM FRIENDLY LIAISON

The first step to becoming an OF+MO certified Film Friendly Community is establishing a designated liaison (point of contact) for your city or town. The best liaisons are often those who are enthusiastic, responsive and have a comprehensive knowledge of your area, including key relationships with city and community leaders. Having prior film and television experience is a plus, but is not required and should not supersede the aforementioned skillsets.

OF+MO requires that your Film Friendly Community Liaison already be working for the city, town or county in an official capacity such as with a Chamber of Commerce, CVB, tourism office, economic development office or city manager/leadership office.

Liaisons with such affiliations are more likely suited to:

- Establish connections with other city/county employees (police, fire, permitting, etc.).
- Resolve local production issues, should they arise.
- Help productions maximize their resources by establishing relationships with local entities (i.e. group hotel rates, catering, etc.).
- Enable a smooth transition when current liaisons vacate their positions.

While our office only establishes one liaison per Film Friendly Community, we strongly encourage partnerships within your area as your designated liaison may benefit from additional support, including local photographers, historians or other community members who can enhance your liaison's knowledge of what your area can offer.

BUCK ATOMS ON ROUTE 66
TULSA, OKLAHOMA

STEP TWO: SHOWCASING YOUR COMMUNITY'S LOCATIONS

From the rolling plains and lush forests to rushing waters and sandy dunes, filmmakers are drawn to Oklahoma's picturesque beauty spread among its 12 eco-regions. As such, the Oklahoma Film + Music Office annually receives a high volume of locations requests from a variety of film and television productions. In some cases, these films have scripts set in Oklahoma, but more often than not, filmmakers are trying to double the state for other parts of the country or world. With this in mind, the demand is high to find a number of different location types, both scenic and practical, among our statewide communities.

Each OF+MO certified Film Friendly Community should have at least 10 locations submitted in the Oklahoma Locations Directory, housed on our official website. Each submitted location file should have at minimum five different photos.

The Oklahoma Locations Database features online photo galleries of thousands of different statewide locations, which visually showcase the state's history, architecture, diversity and more. It is the most frequent first stop for filmmakers considering production in Oklahoma, and it is the fastest, most efficient way for our office to visually market what we can offer to film and television productions.

Film Friendly Community Liaisons may use the direct photo upload feature to create individual location profiles for their sites and add them to our online database, the Oklahoma Locations Directory.

Having a location listed in the directory is not a guarantee of availability for filming as we recognize those requests must be evaluated on an individual basis, however, all listed locations should be amiable to the idea of filming and all liaisons should have permission from the owners of locations to be featured in the database before submitting them for inclusion in the Oklahoma Locations Directory. Owners of privately owned locations (such as homes) should also note that their contact information will not be published publicly as we will require any productions with interest in their locations to first submit initial information to our office or the designated liaison who will first vet the request before contacting the location owner.

More information on this topic can be found in the Photographing Locations section of this handbook.

STILL FROM "BRAKING FOR WHALES"
BLUE WHALE
CATOOSA, OKLAHOMA

STEP THREE: CREATING/ESTABLISHING A FILM PERMIT

Oklahoma attracts a variety of film and television production types with varying degrees of community impact. Larger productions such as studio or independent film/television production may require more assistance from your city and community leadership than say a reality series or short film project. In any event, one thing all of these projects should have in common is written permission to film in your area. This is why the third requirement for all OF+MO certified Film Friendly Communities is an established permit approved by your city leadership for film and television requests.

Having a film permit will help bring crucial infrastructure and process to your city, which will better serve your community as Oklahoma's film and television industry continues to grow.
For example, larger film productions may wish to close a street a certain time, change signage on buildings or bring a large number of production vehicles or extras to a city business or residential area. This may require additional permissions from the police or fire chief, city manager or parks department. Smaller productions such as docu-series may simply want to get b-roll (scenic imagery) of your downtown or parks without interrupting day-to-day activities.

Each filming request will likely be different than the next, however, having a baseline will create a system that will ensure an efficiently run process for all parties involved as we seek to create a smooth process for all.

A locations permit will not only provide a method to record all logistical intake information, but also additional details related to production insurance, location fees (if applicable) and more. In some cases, a production may also have a locations agreement in which they want a representative from the city to sign-off/authenticate. This is industry standard and should be reviewed by the city's legal department before signing.

An example of a location permit can be found on the Oklahoma Film Friendly Community Program page of our website.

COMMUNICATIONS

As an officially certified Oklahoma Film Friendly Community, OF+MO will keep in close contact with our designated Liaisons regarding all upcoming film and television productions that may impact their areas. Our communications with you will include many opportunities to work with OF+MO to market your area's resources as it relates to location requests for potential projects, which we're actively working to recruit to Oklahoma. As your community's designated Liaison, please keep in mind your contact information will be published on your corresponding community's profile on our website, and as such, there may be instances where a production contacts you directly for locations assistance or information related to their film or television production. You're welcome to verify any such production requests with our office, however, please stay as actively engaged as possible with the production in respect to the time sensitive nature often associated with their requests as they may be considering multiple communities or states during their selection process. More specific information regarding potential projects and the development phase of production as it relates to locations and marketing will be discussed in the Film 101: The Production Process from Script to Screen section.

AT YOUR FINGERTIPS

Instantly access the Oklahoma Production, Locations and Music Directories with the OKLAHOMA FILM + MUSIC OFFICE APP to explore and connect with Oklahoma's talented crew, accommodating support services, diverse locations and legendary musicians. For more information, visit the iTunes Store.

CONNECT WITH OF+MO

YOUSEF KAZEMI
Outreach + Production Manager
Yousef.Kazemi@OKCommerce.gov

okfilmmusic.org
1-800-766-3456

@okfilmmusic | #OkieFilm

PHOTO CREDIT: ZACHARY BURNS

HEALTH + SAFETY

The Oklahoma Film + Music Office (OF+MO) believes the highest priority to maintain our state's film and television industry is the safety of Oklahoma's filmmakers, crew members, talent, vendors, location owners and communities.

Amid the current COVID-19 Pandemic, OF+MO has updated its website to reflect current health and safety information from national and local industry organizations. We've also published our own "Considerations for Oklahoma Filmmaking During COVID-19" outlining suggestions for continued film and television production at this time. These considerations are not exhaustive nor comprehensive in scope. Guilds, unions, companies, studios, local, state and federal guidelines may be more comprehensive and restrictive in nature.

Please communicate with our office any new guidelines in place within your own community that may impact film and television production as we strive to keep everyone informed as it relates to the health and safety of all parties moving forward.

CLICK HERE for these resources.

BEHIND THE SCENES OF "TO THE STARS"

FILM 101: THE PRODUCTION PROCESS FROM SCRIPT TO SCREEN

The Oklahoma Film and Music Office (OF+MO) works with many different types of film and television productions – from student films to larger independent or studio-supported productions. One thing they all have in common is searching for the perfect location for their project. Many factors ultimately contribute to the selection process. The next few sections will outline the typical journey from script to screen for many film and television projects and how OF+MO and our Film Friendly Communities can assist in the locations process.

LOCATION SEARCH

During the development phase of a film or television production, OF+MO will receive a locations inquiry from a production company, producer, director or locations scout (see the definitions section). The client may send over reference items such as a script, treatment, creative deck, inspiration images and/or a locations breakdown in hopes of seeing how Oklahoma can visually match the creative and logistical needs of the particular project. The film representative may also ask questions related to the local weather, crew, infrastructure and our state's film incentives. In turn, our office may request additional details from the filmmaker before preparing items related to the project in order to get a better understanding of the film or television production's impact, including information related to project type, budget, cast/crew size, filming dates and more.

After this initial correspondence and based on the expressed needs of the project, OF+MO will assemble a customized locations package pulling reference images of sites that have been uploaded to our online database, the Oklahoma Locations Directory. This is the reason it is important to have as many examples of your community's locations and attractions updated and included in the database as possible. If the script calls for a general store or courtroom, we can quickly assemble these property types as all locations in the Oklahoma Locations Directory are tagged by city, county, category and keywords.

BEHIND THE SCENES OF "IN THE GAP"
DOWNTOWN TULSA, OKLAHOMA

No one knows your area better than you do, and there will be times we may turn to your community liaison to provide additional information on either locations we don't have in our database or those sites of which we may not be aware. In cases like these, we will distribute correspondence to our designated Film Friendly Community Liaisons with detailed information related to the locations query and/or package we are assembling.

Once the package is assembled, we email a private link to the requesting client. The client will generally provide feedback detailing which locations are of interest and may wish to arrange an advance locations scout (tour) wherein the requesting individual and/or the entire creative team will physically visit specific sites. Our office will contact the property owners at the requested locations and arrange those visits, or work with your designated Community Liaison when needed to do so. Location scouts help inform the film or television production by narrowing down which locations may be suitable for their project and determine if additional visits or research is needed. These advance visits may or may not need your assistance in the early stages, however, we will certainly try to keep you informed of any such visits to your areas.

Since the Oklahoma Locations Directory is available for public use, some film and television productions may also do their own research and may reach out directly to your community. Additionally, they may also hire a freelance location scout to pull location photos from their own files, or coordinate visits. If your community or office receives a direct inquiry, you should implement the same hospitality and service as you would if OF+MO were to contact you. We encourage you to ask the same intake questions as we would. Please refer to our project intake form for initial intake information we generally request. The production may not be able to confirm all of the information upon immediate contact with your agency, however, procuring these details will help you judge your community's best approach to working with the inquiring film or television project. You may always contact our office to see if they have been working through our division in any capacity. Additional resources include verifying film titles, cast, crew or filmmakers on the Internet Movie Database (IMDB) or generally performing a web search of the provided information.

BEHIND THE SCENES OF "TROLLS STOP MOTION"

PRE-PRODUCTION

If Oklahoma is selected as the location for a film or television production, the production pace and associated outreach from the filmmakers will increase as they seek to secure locations and infrastructure, potentially including lodging, office space, catering, storage, rental cars, supplies, contract services and much more. This phase of production is generally referred to as pre-production, meaning the time before principal photography (filming) or production begins.

If a number of the film's chosen locations are in your community, your Film Friendly Community Liaison and local leadership may be called upon to help provide the aforementioned information in support of the production, particularly if your communities are outside the state's two largest production hubs - Oklahoma City and Tulsa. This is where the role of Film Friendly Community Liaison can become the most valuable.

One of the challenges for both community agencies and commercial entities previously unaccustomed to working with film and productions is often the available lease options for locations, including offices and commercial/industrial real estate. A film's production schedule may last anywhere from a couple weeks to a couple months or beyond. If a production is requesting rental spaces such as these in your community, please inform them in advance of your community's policies concerning business licenses and certificates of occupancy when applicable. Also, please notify the responsible community agencies for issuing required documents that they may receive said requests from film and television production in your area. Remind all parties that the realm of film and television production tends to operate on short term leases, which generally last from pre-production through production before a film completes work or "wraps" in your community.

PRODUCTION

Closer to the start of filming, the creative team will visit the desired location sites for a technical scout during which time the project's director, director of photography (camera), production designer and others plan out the specifics of shooting, including camera angles, lighting, etc. Scheduled dates for filming at the location will be determined in the production office based on factors such as availability of the talent and weather, which are always subject to change. Your Film Friendly Community Liaison may be asked to help with film permits or permissions when applicable outside of privately maintained locations.

Film and television productions frequently require the cooperation of other local government agencies and individuals, such as the city manager, transportation and parking authorities, parks department and fire/police/emergency services. Examples of production requests are a street closure, changes to signage on city structures or buildings, or bringing a large number of people (cast/crew/extras) or production vehicles to a specific area. This is why is it is important for your designated Film Friendly Community Liaison to be associated in an official capacity with an established community agency as they may be called upon to collaborate with other respective agencies and individuals.

Keep in mind the evolving and fast-paced nature of film and television production in your community. While these projects can bring valuable economic impact to your community, they are also working within their own respective budgets to maintain their production schedule and stay within their budget. Positive attitudes and a willingness to be flexible are key ingredients to success while simultaneously working with these productions and maintain the best interest of your community. If you have questions about best practices or feel the production may be over extending its ask of the community, please consult our office as we want to ensure our Oklahoma communities are fairly treated and ensure a positive experience for all parties.

While many of us are familiar with production studios and companies such as Warner Bros or Netflix, most film and television productions establish an LLC or similar corporation specifically throughout the respective production process. They are created and dissolved around the dates of filming, so while the production may be distributed by Amazon or MGM, the company name may be unfamiliar, which again you may verify by contacting OF+MO as productions utilizing the state's film rebate have registered those names with our office.

Additionally, productions may choose to refer to their project by a code name or acronym either through electronic or posted correspondence signage in your community, including directional signage that may indicate where production operations are based to those working on the project. This is simply to keep their shooting schedule as efficient as possible without unsolicited public or media interference. OF+MO will typically be made aware of the production's wishes with respect to confidentiality before production begins, and can likewise make your community aware if you've not previously received such details.

Location contracts explaining the details of the shoot, including the agreed-upon location fees, liability insurance (covered by production) and how damage will be addressed should any occur (a rarity, but important to note as should be covered by production), are entered into by the location's manager or film producer and the property owner. In some cases, a locations contract may need to be approved by your community or city leadership. Find a sample of a locations agreement on the Oklahoma Film Friendly Community Program page on our website.

If a location is private property or your community does not require a general permit, the negotiations are often privately maintained between the production and property owner, and you may not receive notification of the production in your area depending on the show's impact. OF+MO can provide additional information on potential productions in your area by contacting us.

POST-PRODUCTION

When the filming has wrapped, the project enters the post-production phase, which generally includes editing the film, adding visual effects and more. Occasionally re-shoots or additional footage may be necessary due to scheduling, editing or creative reasons, in which case the production may return to your community.

It is critical to finalize any outstanding production issues within the first month after principal photography/production has completed. If there are any issues that need further resolution after this time, please contact OF+MO.

GUTHRIE SCOTTISH RITE MASONIC TEMPLE
GUTHRIE, OKLAHOMA

PHOTOGRAPHING LOCATIONS

The importance of having location photos catalogued and included in the Oklahoma Locations Directory cannot be understated and is an essential part of becoming a certified Film Friendly Community.

Your community's certified Film Friendly Community Liaison will have access to the Oklahoma Locations Directory in hopes of continually adding new location listings and maintain your community's current entries ahead of production requests that are received. Additionally, OF+MO will soon implement a public photo submission page whereby your individual community property owners can submit their own locations for inclusion in the Oklahoma Locations Directory.

With respect to film incentives, which entice productions outside typical areas such as Los Angeles and New York, locations are equally as important to film and television productions – and they are often the first indicator of where a production will consider filming.

Among the considerations a production may have when choosing a location are:

- The visual appeal of the location based on the creative requirements (script).
- The film-friendliness of the location and respective community.
- The logistics of shooting and transporting a team to the desired location, including the cost and associated fees.

FINDING THE HIDDEN GEMS OF YOUR COMMUNITY

You're probably very familiar with tourist attractions in your community such as main streets, historic homes or museums, but often times, filmmakers are attracted to "out-of-the-box" locations, which might be in your own backyard. Generally, what may be considered outdated or the community eyesore could be exactly what a film needs. Having achieved statehood in 1907, Oklahoma tends to attract a fair share of period films from westerns to films taking place from the 1920's through the 1960's, making period architecture and associated properties of the time valuable. Additionally, abandoned or vacant properties such as jails, hospitals, police precincts or military buildings are even more lucrative to filmmakers because if those properties are in decent working condition they are able to control the setting and more freely work within the space versus an active location that presents obvious logistical concerns.

When deciding your community's priority locations to capture, think of places that are unique to your community that may not be found in main production hubs like Oklahoma City or Tulsa. Also consider locations in your community that don't favor Oklahoma and may resemble places from around the country or world. Oklahoma's diverse terrain spread among its 12 distinct eco-regions often have our state being represented on screen as alternative locations. From the sandy dunes of Little Sahara State Park in Waynoka to the stunning Italian villa architectural and landscape influences of the Philbrook Museum in Tulsa can truly set the scene for a number of unique locations – and your community can play a role!

Taking photos to expand your community's presence in the Oklahoma Locations Directory may seem like a daunting task, however, a basic understanding of preferred film location coverage and amateur photography skills are truly all that is required to capture the attention of filmmakers evaluating locations. If you need additional help or wish to designate the task to a third party, consider local photographers, students or historians. Your photos are only meant to entice potential location scouts and filmmakers with a general overview of what the location can offer. Each filmmaker will have their own ideas on how they want to ultimately photograph the property in their film or television project.

Most importantly, make sure to have enough accurate coverage to show the location in its truest form. For example, if you are photographing a church that has a telephone pole near its entrance, make sure to include that in your photos, even if the more eye-catching version of the picture would be to have left it out. This is to avoid misrepresenting the location. If a site is near a busy intersection or has these types of consideration, it is much better to account for them on the front end versus later. Keep in mind the logistics of what filming at each individual location site might entail depending on the size and scope of the production. Generally speaking, a film production will have with it, in some capacity, trucks, cabling, equipment and more; consider parking and other staging elements as well either on site or nearby.

UPLOADING IMAGES TO THE OKLAHOMA LOCATIONS DIRECTORY

Once you've procured your location photos, you will then need to upload them to the Oklahoma Locations Directory using the direct upload submission form found on our website. The submission form allows you to directly add your photos to the directory by creating a location profile within the system. Fields on the submission form marked with an asterisk (*) are required, however, other areas of information that are unmarked may be left unpopulated if unknown. Requested information will include location name, category/type, address and description as well as the preferred contact name, e-mail address and phone number. Additional information may also be provided in the customized fields. We ask that you make the point of contact the property owner(s) unless they've specifically requested your designated Film Friendly Community Liaison be the initial priority contact.

Please only submit one (1) location at a time rather than grouping your community's locations all together. For example, if you are photographing a Main Street area that also has a nice lake nearby, the lake will need to be uploaded as a separate location, particularly if it is not visible from the Main Street area and/or has two distinct, separate addresses.

Please note that once you've uploaded a location profile using the submission form, it will NOT immediately be available for public view in the Oklahoma Locations Directory as OF+MO must first review and approve the listing. OF+MO does weekly reviews of all new entries to our databases, however, you are always welcome to contact us directly to let us know your submissions are pending review.

You're welcome to distribute a call for locations among your community's property owners (business/residential/other) who may be interested in listing their sites. You can work with those interested parties directly to have them submit their photos and information to your designated Film Friendly Community Liaison, or they are welcome to contact us directly for further help in the process.

PHOTOGRAPHY TIPS FOR SCOUTING LOCATIONS

- Get permission from the property owners before photographing individual sites for the Oklahoma Locations Directory.

- Horizontal or panoramic images are preferred over vertical images as most film and television productions are filmed in widescreen format. These give filmmakers the widest view of the location to assess all positive and negative features of the property.

- Include multiple photos of a location from different angles. Locations submitted with just one photo included cannot be used. It is suggested to take photos from one corner of the room and then the opposite corner showing the reverse view. The same is true of exteriors.

- When scouting a property, make sure to get both the outside (exterior) and inside (interior) of the location. If interior photos are not available or not allowed, please note this in the usage restriction on the location submission form.

- If you are submitting photos taken by someone other than yourself, please make sure to have permission from that individual to include in the Oklahoma Locations Directory and assign photo credit as required, particularly when it comes to professional photography. OF+MO prefers to have images without watermarks or other decals from professional photographers when possible.

- Location photos are different than tourism or marketing photos. Focus should be on the actual location itself, so please avoid submitting photos that showcase people, festivals, pets, etc. For example, showcasing photos of a business such as a restaurant/bar when empty is preferred over when customers are present.

- Avoid photos shot in inclement weather such as rain, snow, fog, etc. There can be some exceptions to this if photographing nature, however, it is preferred to have a “blank canvas” so to speak as those elements can often be added into film if a particular script calls for those conditions.

- One of the challenges most photographers face is lighting. Natural lighting is your friend! Use it when possible and note that the time of day your photos are taken will alter how locations appear. Early morning light is generally soft subtle, while afternoon light can be harsh, especially if your subject is in full sun or awkwardly shadowed. Evening light around magic hour (before sunset) can be warm and create a golden hue.

- Please make sure the photos you are submitting are not blurry or out of focus. Additionally, the resolution is very important as we want to have the clearest picture possible that is formatted for web viewing. A suggested resolution would be 1280 x 720 or greater when possible for those who are familiar with image settings.

- Please do not use photos with untraditional filters, lenses or framing from social media apps like Instagram and Snapchat.

AMERICAN NINJA WARRIOR SET
OKLAHOMA STATE CAPITOL
OKLAHOMA CITY, OKLAHOMA

BEING FILM FRIENDLY

All locations submitted for the Oklahoma Locations Directory must be film-friendly. This does not mean property owners guarantee filming for every requesting project, however, they must be willing to consider filming. OF+MO understands that every request must be treated individually as some property owners may not accept every project genre or budget and additionally they may have certain stipulations on what access a film may have to their location (interiors, private areas, etc.). OF+MO encourages these stipulations, if known, to be listed in the usage restriction field for each location profile in the database so as not to waste a client's time by setting false expectations.

OF+MO does not issue filming permits. Many statewide communities have created film permits and guidelines, and we hope to see additional permits instituted by communities should they choose to go through the certification process afforded by our Oklahoma Film Friendly Community Program. The decision to implement a filming permit(s) should ultimately be decided by community, and the guidelines of the permit will likely be unique to each community.

When discussing the impact of a film production on your community, we encourage you to ask questions related to pedestrian or vehicular traffic, noise, lighting, composting/ trash, etc. The more facts you have upfront the better your community will be served and have a positive production experience. Some requests made by the film or television production may be unreasonable, which is understandable, however, we do encourage you to hear them out and always reach out to our office should there be any questions about best practices.

OF+MO is not involved and does not negotiate location fees for filming on-location as these agreements should be made between the production and the property owner. You may be asked by property owners questions related to location fees and usage. Because each project is different in terms of overall budgets and needs, we strongly encourage only those officially associated with the production discuss matters related to fees with property owners. This is to avoid negatively impacting negotiations for both parties. Several resources can be found on our website, including sample location agreements. Additionally, some government properties owned by the city, state, county or federal agencies have set location fees for their properties that may be designated on their permits.

BEHIND THE SCENES OF "INFAMOUS"
RICK'S AUTOMOTIVE
GUTHRIE, OKLAHOMA

POPULAR LOCATION TYPES FOR FILM + TV PROJECTS

Oklahoma attracts many diverse film and television projects each year with an even greater range of location needs among them. Our state has helped set the scene from everything to science fiction films taking place in other worldly galaxies far away, to sweeping family dramas on the rolling hills of the plains. With the growing number of films annually being produced in Oklahoma, the need for capturing scenic, practical and unique locations is critical.

Below are some suggested sites that are frequently sought after by filmmakers that might inspire you to get started scouting and cataloguing your own community.

- Main Streets, Town Squares
- Neighborhoods, particularly 19th and 20th century
- Landscapes and Notable Geography, including fields of crops, lakes/rivers/streams, mines, gorges, quarries, waterfalls, mountains, bluffs, hills
- Factories/Industrial, including mills, manufacturing plants, cotton gins, water wheels
- Native American sites, reservations, casinos
- Homes of all types, including mansions, estates, Victorian homes, mid-century modern, ranch-style, lake houses, farm houses, mobile homes, trailer parks, low-income housing, apartments, lofts, condos
- Anything closed or partially vacant, including prisons, hospitals, police stations, institutions, schools

STILL FROM "JURASSIC GAMES"
LITTLE SAHARA STATE PARK
WAYNOKA, OKLAHOMA

FILMING IN REMOTE LOCATIONS

While there are the creative and exciting elements of film and television production, the actual work that is performed is unusually unique to this specific industry. Communities should think of this like a convention visiting your area whose impact may include large equipment trucks, catering, construction, and potentially hundreds of cast/crew/extras – all of whom travel with the project from location to location. Understandably, the costs associated with this are an important factor for budget-conscious producers when deciding locations whose job it is to deliver film shoots on schedule and on budget. Producers must also take into account the environment and infrastructure of the location as it relates to every member of the production as filmmakers frequently work very long hours (12+) with overnights, untraditional of the typical 9-5 world.

Oklahoma City and Tulsa are Oklahoma's two main production hubs where most crew members and production vendors are located. When considering locations outside these cities, producers will first consider the distance as it relates to travel time and safety for the talent and crew. If the distance to the location is determined to be "outside the zone" (typically determined by local unions), productions will need to consider the additional costs of housing and living allowances as well as transporting the necessary production supplies, equipment and vehicles to that area.

Oklahoma is a right-to-work state, meaning both union and non-union members can be hired by film and television productions. The state's increased film activity has seen a more visible film union presence through the International Alliance of Theatrical Stage Employees (IATSE), Teamsters and other guilds. Most film or television productions from a major studio will already be union signatory shows, meaning they will have specific rules for what defines a production center and when a production must offer living allowances and other provisions. Some producers are able to negotiate zones with the unions based on their production specifics. At this time, most film and television productions in Oklahoma are independently produced without a studio behind the project and are considered non-union. Regardless, costs associated with travel and transportation to each location are important considerations for all projects whether union or non-union.

While these considerations may seem to prevent many communities from being considered as potential filming sites, it should be said that Oklahoma City and Tulsa do not host all productions happening in Oklahoma. Keep in mind:

1. The increased production activity in Oklahoma means the number of locations needed has increased and diversified. No one region can creatively accommodate every location request based on the geography of the State of Oklahoma.

2. Oklahoma tends to attract independent films who are able to better accommodate the need to travel to more locations. Additionally, OF+MO works with other production types, including docu-series/reality television, commercials, student short films, commercials and photoshoots, all of which travel and can have positive economic impacts on your community.

3. While your community may not host an entire film shoot, even hosting a few days can increase visibility and have a significant local economic impact.

There are several ways your community can start engaging film and television productions despite being further away from production centers by considering the following:

1. **Photograph Locations** – As previously discussed, take photos of the unique locations you have and make it a priority to shoot those locations that can't be found near production centers and are extremely unique to your area.

2. **Lodging** – Keep an aggregate list of available lodging in your area with consideration of the various levels and types as it relates to where "above the line" and "below the line" would stay. (See the definitions section.) Lodging should not just include your hotels, but also resorts, rental properties, condos, apartments and more, particularly as it relates to the executive level personnel who may require elevated accommodations outside the standard hotel chain.

3. **Neighboring Communities** – Consider partnering with the cities and towns nearest to your community to present an attractive regional package. Perhaps, you have one element the other community may not, and working together could create a winning situation for both destinations.

4. **Vendors** – If you're located far from Oklahoma's main production hubs, gauging your local resources and supplies will be one of the first items of consideration for a production determining if your community will be able to sustain their film or television project. This is where your local vendors could benefit from contracting with the production, and may even be able to create a cost-effective solution for filming in your area. Popular vendors to consider would be restaurants who could provide catering, antique dealers who could provide props, construction companies or supply stores that could provide lumber for set builds – there are many possibilities. If your local businesses are available to support the film and television production industry, encourage them to register their companies in the Oklahoma Production Directory, which lists vendors available to productions similarly the Oklahoma Locations Directory. CLICK HERE to learn more details about the Oklahoma Production Directory.

WORKING WITH MEDIA + LOCAL COMMUNITY MEMBERS

Welcoming a film or television production is understandably newsworthy and a great success worth promoting for your community, however, there are certain guidelines related to media exposure and specific production information that can be publicly released in your community. While serving both the community and hosting the visiting film or television production, keep in mind that heightened media or public attention can negatively hinder a film's production activity in your area should it result in unwelcomed interference or schedule delays. In an age of social media and minute-by-minute news, it can be difficult to contain the visible presence of a film and television production in your area. This is particularly true if the film in your community has celebrity talent associated with the project where media and community exposure can be of particular concern to both the production and the respective individual themselves. Confidentiality and respect can be key elements of success for a community looking to make the most of a production experience with high level talent. The more talent of this nature feels protected by the community, the more likely they are to engage in your community by visiting local restaurants, shops, attractions and more, making for greater overall impact and experience. The information and suggested guidelines below will help your community host the production while managing media and community engagement.

- Production companies generally wish to keep their projects confidential when they are in the development phase, particularly if they've only just begun researching and scouting locations. Resist informing local media of their presence at this time so as not to create false community expectations, particularly because scouting does not always confirm filming in your community as multiple cities, states and countries may be considered simultaneously during this phase of production development.

- If a project has selected your community for filming, you should immediately confirm if the production is working with a publicist or identify an alternative production representative who will handle all media inquiries. The publicist or representative should be notified of any interview requests, and can determine what, if anything, can be released. OF+MO typically receives this information as well, so if you have a question, please ask us. We are happy to help assist or provide guidance if you receive any media requests as well.

- Additionally, for film and television projects utilizing the Filmed in Oklahoma Act Rebate Program administered by OF+MO, productions may require certain details be kept confidential by law by requesting exemption from the Open Records Act, and furthermore may have provided us restrictions on issuing a press release. OF+MO will inform communities what press policies have been instituted, and we will work with both the production and communities to issue public information as we are able.

- Avoid publishing or sharing confidential information, including behind-the-scenes content of cast, crew or filming locations on social media or other platforms during production, unless the production has permitted public sharing. Some films may have prohibited social media during filming, while others may have created accounts from which you can share. Ask to avoid running the risk of sharing confidential or unauthorized details.

- Once a project has wrapped, there is greater opportunity to discuss with the production company promoting your experience and community. Often times, a production may be able to provide more for you after filming has wrapped, which can make for a more comprehensive story and better showcase your community's efforts and involvement.

- Media may wish to know the specific locations used in your community by the film or television production. If the production has approved that these discussions may occur, public locations may be fine to reveal, however, be cautious about revealing private property owner's information as they may wish to remain anonymous or keep their addresses confidential.

- Word about the film's presence in your community may stir interest from local citizens wishing to learn more about job opportunities associated with the film. Please check with the production representative to see how they are fielding such interest. Typically, OF+MO will post any cast or crew calls on the jobs page of our website.

- Despite how wonderful an experience your community may have with a production, there is always a chance you may receive an occasional complaint from a business owner, citizen or others who feel inconvenience. Address their concerns while remembering the benefits filming brought to the community and their stay is also limited.

- Some instances may occur in which a production may have a situation with local citizens, businesses, government entities or make an unusual filming request. If you're asked to intervene as the designated Film Friendly Liaison, this is where your connections with local officials may be resourceful. As previously discussed, please contact OF+MO if you need additional consultation, and know that while we want our communities to be hospitable, we value the need to safeguard and protect our local interests.

BEHIND THE SCENES OF "CHRISTMAS IN THE HEARTLAND"
PHOTO CREDIT: ZACHARY BURNS
DOWNTOWN GUTHRIE, OKLAHOMA

TRACKING THE IMPACT ON YOUR COMMUNITY

The ways that your community can benefit from incoming productions are limitless. Local businesses can have opportunities to make thousands of dollars from film expenditures. Film needs range from lodging, to food, props, set design, transportation and more. Your community has the potential to make thousands of dollars in profit from a single film production!

A great way to make sure that people and businesses in your community are being utilized is to steer productions in their direction. Highlight businesses in your area in our office's Production Directory. Be sure to encourage local businesses to register in the directory. If you're not sure which businesses are eligible, take a moment to browse through our current listings to see what types of businesses are already registered. While productions are not in town, film business mixers are a great way to keep the community excited and connected.

It can be difficult to know exactly how much money a production spent in your specific community. In order for films to receive their rebate, they are required to list their expenditures, but these are for all statewide expenditures, and they are not broken down by community.

If you'd like to know the impact that a production had in your community, here are some ideas of acquiring that information:

1. Ask the production. If a production has spent a considerable amount of time in your community, ask the location manager (or whoever you've been in regular contact with) if they are able to give you an estimate of local expenditures. While they're not obligated to provide this information, they may be able to at least give you estimates. You can use this information to share the impact with your community and get them excited about hosting another production in the future.
2. Ask the vendors. Establish relationships with regular film vendors, and ask them to share data about how film productions used their services. You can ask a hotel manager how many nights the crew stayed, or what they spent. The same thing goes with other businesses. The film business mixers are a great way to build these relationships and encourage local vendors to share this information.

OF+MO is constantly updating statewide data related to film and television production in Oklahoma, and may reach out to you regarding your specific community's impact as well. We encourage you to share your impact results with our office, and likewise, we are available to do the same should you have any requests for information that we may be able to provide.

In addition to economic impact, another beneficial byproduct of being a filming location is film tourism. People will travel from far and wide to see the place where their favorite television show was filmed, or where their favorite actor stood. An example of this is The Outsiders House Museum in Tulsa, which is a local cultural icon that's filled with memorabilia from "The Outsiders", filmed by Francis Ford Coppola. People will visit the museum from out of state to experience the beloved movie set for themselves. If a film or television production has filmed at a unique location within your community or constructed a set (which you may ask them to leave behind if possible), consider exploring ways those properties and pieces could have a lasting impact on your community as a place to be seen.

FILM DEFINITIONS

NGP FILM WORKSHOP 2019

1st Assistant Director (A.D.): Carries out the director's instructions and runs the set overseeing all department heads and ensuring the efficiency of the entire cast and crew. The 1st A.D. is responsible for preparing the production schedule and script breakdown, making sure shooting stays on schedule and on budget. The 1st A.D. also serves as a liaison between the director and the rest of the cast and crew.

2nd Assistant Director (A.D.): Works under the 1st A.D. and is responsible for distributing information and cast notifications, keeping track of hours worked by cast and crew, management of extras, signing actors in and out, preparing call sheets and is in charge of the production assistants.

Above-The-Line (ATL): Refers to the production's cast and crew considered to be the creative principal staff, including top-tier cast/actors (SAG Schedule F/Run of Show), director(s), producer(s) and writer(s). The opposite term is below-the-line.

Art Director: Reports to the production designer and directly supervises the art department as they design sets and create graphic art for the production design of the film. Works closely with the construction coordinator to oversee set construction.

B-Roll: The term used to describe supplemental or alternate footage intercut with the main shot or storyline. Often times, this footage involves showing scenery or action related to the main storyline to establish a setting or scene. Mostly filmed without audio recording.

Below-The-Line (BTL): Refers to the production's cast and crew who are not considered creative principals. Budget-wise it can also include the costs of material, music rights, publicity, and the majority of the working crew and department heads. The opposite term is above-the-line.

Best Boy: Chief technical assistant to either the gaffer or key grip. Responsible for the daily running of the lighting or grip department, including the daily scheduling of crew and equipment within that department. Also responsible for the routing and coiling of power cables necessary to run the lights for a specific shot.

Boom: An extendable and adjustable arm where a microphone can be mounted to record the dialogue and sound for a film. A boom operator is the individual who holds this equipment to record the audio of the film's scene.

Buyer: Responsible for purchasing or renting props, furniture, costumes and other items on behalf of the art department.

Call Sheet: The daily schedule distributed by a production to let every department know what time they are supposed to arrive and where they will report. Also includes a list of what daily scenes are being filmed and all associated details (who/what/when/where) and requirements for those scenes.

Camera Operator: Operates the camera under instruction from the director of photography.

Casting Director: Organize and facilitate the casting of actors for all roles in a film or television show.

Construction Coordinator/Manager: This person supervises and manages the physical construction of sets and reports to the art director and production designer.

Craft Services: Provides on-set snacks and drinks for cast and crew. This position is not the same as the caterer as craft services is generally provided 24/7 throughout the film's daily shooting schedule whereas the caterer would be tasked with primed meals, including breakfast, lunch and dinner.

Director: The person in charge of the overall cinematic vision of the film and the performance of the actors. Responsible for the complete artistic control of a film and for translating/interpreting a script for screen presentation.

Director of Photography (D.P.): In charge of the camera department and responsible for the overall look of the film from a cinematography perspective. Sets composition for each shot, including the camera placement, movement and lighting. Also responsible for the selection of the camera, film stock, lenses, lighting and color scheme.

Distribution: The term used to describe the process of making a movie available for viewing by an independent audience. Films may be exhibited directly to audiences through theatrical release, television broadcasting, or personal home viewing such as streaming services, DVD and video-on-demand. Distribution can be international, national, regional or even local in certain instances.

Dolly Grip: Prepares and operates the camera dolly, or a wheeled camera platform that moves on rails.

Executive Producer: Usually an investor in the film or someone who has arranged financing or in some cases arranging the film's on-screen talent, director or screenwriter.

Expatriate: Any individual who has previously resided in Oklahoma for at least one year, but does not currently reside in the State of Oklahoma.

Extra: A nonspeaking actor who appears in the background of a scene. These actors are typically found by casting directors or an open call announced by the production company.

Gaffer: Head of the electrical department, responsible for designing and implementing the lighting scheme for a production.

Greenlight: A production industry term indicative that a film is full-funded and ready to begin production.

Grip(s): Trained lighting and rigging technicians who work with both the electrical and camera departments to put in lighting setups, move set pieces and equipment around and rig camera mounts. Handle lighting equipment needed to diffuse and shape light at the direction of the D.P. The “Key Grip” is head of the department who coordinates all other grips in the crew, and receives direction from the gaffer.

Independent Film: Refers to a film or short film not associated with or produced by a major Hollywood film studio.

Line Producer: A line producer’s role may often be coupled with the title production manager/unit production manager depending on the format or budget of the project. Line producers help manage the budget of a film or television production and may also assist in the daily physical aspects of the film production.

Location Manager: Scouts and manages all filming locations. Negotiates contracts with property owners of shooting locations on behalf of the production company. Secures shooting permits and coordinates schedules with local officials including all fire, police and other governmental affairs. Makes sure there is proper parking for cast and crew at the locations, and that locations are left in good condition after filming is completed.

Location Scout: An individual who searches and photographs locations based on the needs of the script during the pre-production phase to determine where the film or television project will be filmed. The scout will prepare photo presentations for the director, producer or production designer, and may become the location manager once shooting begins, or works under him or her.

Post-Production: The final stage in a film’s production after principal photography. Involves picture editing, the addition of sound/visual effects, musical scoring, mixing, dubbing, distribution, etc.

Pre-Production: The planning stage in a film’s production after the project is finally greenlit, and before principal photography or actual shooting commences. Involves script treatment and editing/rewriting, scheduling, set design and construction, casting, budgeting and financial planning, and scouting/selection of locations.

Principal Photography: Refers to the filming of major and significant portions of a film production involving the main/lead actors/actresses; contrast to second-unit photography.

Producer: One or more persons who brings the entire project together and oversees all aspects of production. Duties include all logistical matters of a movie production such as scheduling, financing and budgeting, fund-raising and financing, acquiring, developing and finalizing a script/story, hiring key personnel for cast, crew, and director, arranging distribution of the film to theaters, serving as the liaison between the financiers and the film-makers, while managing the production from start to finish (post-production).

Production Assistant (P.A.): Entry level "gopher" position. This person assists with any odd jobs or errands needed both on and off the set; may be assigned to a specific production department or offer all-around assistance as needed.

Production Coordinator (P.O.C.): Serves under and assists the production manager/unit production manager (U.P.M.). Establishes the production office, books travel and lodging for the cast/crew, maintains all paperwork related to insurance, daily progress reports and other matters, coordinates communication with the set and delivery of props, costumes, etc., wraps out the production office and closes all outstanding accounts at the end of filming.

Production Designer: Works with the Director to achieve the overall look of the film from an artistic design perspective. Supervises set construction, scenery, costumes and any other item that will appear in front of the camera.

Production Manager/Unit Production Manager (U.P.M.): This individual is responsible for organizing the general business, finance and employment issues on a film production, including making business deals with local vendors and hotels, hiring and firing film crew, approving schedules and call sheets, and keeping track of the production's budget.

Property Master: Responsible for purchasing, manufacturing, placing and maintaining any props that the actors may use and/or will be featured on set for the film production.

Schedule F: Refers to select members of SAG whose salaries are locked in at a certain weekly or cumulative threshold for their work on a particular film or television production.

Score: The musical component of a movie's soundtrack, usually composed specifically for the film by a film composer. The background music in a film. May be orchestral, synthesized, or performed by a small group of musicians.

Scouting: Refers to the vital process in the pre-production stage of filmmaking wherein the search for locations based on a film or television project's script begins.

Screen Actors Guild (SAG): The American labor union representing over 100,000 film and television principal and background actors worldwide.

Screenwriter: The writer of the original or adapted script that the production is filming.

Script Supervisor: Monitors the script during shooting to ensure there are no continuity errors that may negatively affect the film when it is pieced together in post-production; Tracks all the details of each day's shooting, including both the number of scenes shot as well as the number of takes within each scene, what happened in the scene and any changes in the script that may impact future shooting days. Provides detailed reports to the production team and the editors.

Second-Unit Photography: Refers to the less intensive scenes (large crowd scenes, scenery, foreign location backgrounds, various inserts and b-roll, etc.) that are filmed by a smaller, secondary or subordinate crew, usually headed by a second-unit director; contrast to principal photography.

Set Decorator: Works with the production designer on set design and decoration overseeing the dressing of the set, including furnishing the interior and exteriors.

Short Film: Any motion picture not long enough to be considered a feature film. The Academy of Motion Picture Arts and Sciences (Academy Awards) define this as "an original motion picture that has a running time of 40 minutes or less".

Sound Stage: A large, soundproof area/room in a studio used in film production, where elaborate sets may be constructed, to allow filmmakers greater control over climate, lighting, sound, security and spectators. Many industrial spaces with ceiling heights of 25ft-40ft have been converted into temporary sound stages for film productions in Oklahoma.

Stand-In: An individual who stands in place or substitutes for an actor during the lengthy preparation of a scene, but not during filming. This is not to be confused with a stunt double or body double, which can appear on camera during filming.

Transportation Coordinator: Head of the transportation department. Obtains and manages all vehicles and drivers needed for filming, including trucks, trailers (make-up, hair, talent, etc.), picture cars, honey wagons and rental cars for cast and crew to move from location to location.

Unions/Guilds: In the entertainment industry, many unions and guilds have been created to represent their members in negotiations for wages, benefits and working conditions. Typically, they are organized by specific worker types, such as actors, directors, and technical workers. Common unions and guilds include the Screen Actors Guild (SAG), the Directors Guild of America (DGA), the Writers Guild of America (WGA), the Producers Guild of America (PGA), the International Alliance of Theatrical Stage Employees, Movie Picture Technicians, Arts and Allied Crafts of the United States (IATSE) and Teamsters.

Video-on-Demand (VOD): A method of film distribution allowing users to access video entertainment directly from their televisions without needing a physical media format, such as a bluray, DVD or VHS tape, without the constraints of a typical, static broadcasting schedule.

"The Zone": Typically refers to a 30-mile radius from a production hub/basecamp used by film projects to determine per diem, driving distances and other accommodations that may be needed for cast and crew members. The zone is particularly important on union films, which have strict guidelines on what productions must provide their cast and crew as it relates to the aforementioned considerations.

OKLAHOMA
Film + Music
okfilmmusic.org

P.O. Box 52002
Oklahoma City, OK 73152

(405) 522-9635 In State
(800) 766-3456 Toll-Free

@OKFilmMusic - #OkieFilm - **#OkieMusic**