

Student Television Network 2019 Film Convention

City of Seattle Filming Guidelines and Information

We at the City of Seattle Office of Film + Music would like to welcome you to our city!

For over 75 years, Seattle has made its mark on the film scene as the production center for landmark films, compelling television series, and successful commercial campaigns. At all times in Seattle you are bestowed with dramatic mountainous backdrops to your east, the scenic seascape to the west, and a bustling metropolis of unique neighborhoods in-between. Every type of “look” your project may need is at your fingertips at all times.

Our office prides ourselves in the equal level of support we provide to film productions regardless of their size, scale, budget, or subject matter. From big budget films, television shows, and commercials, to student films, and filmmaking competitions like the one you are participating in – we’re here to help you along the way.

While in Seattle with the Student Television Network Film Convention, there are some best practices we ask you to follow. It is important to recognize the future of filmmaking in Seattle rest on your shoulders! In order to continue to grow the film industry and welcome back more projects like yours, we need you to be professional in everything you do.

FILMING REQUIREMENTS WHILE IN SEATTLE

Our office is unable to facilitate the issuance of permits for all your individual projects during this competition, because of that there will be some strict rules that all projects must abide by when they are out and about in the city. When working without a permit productions need to conduct themselves safely, professionally, and in a manner that has zero impact to the community. That means:

- No more than 10 cast and crew on-site at any one time
- Only handheld equipment, C-stands, and tripods are allowed
- No generators, wires, cables run, or lights set-up
- Filming on sidewalks and City Parks only
- Separate permission is needed for non-city-owned or private property including:
 - Popular Locations: Pike Place Market, Space Needle, Olympic Sculpture Park, The Great Wheel, and the Museum of Pop Culture
 - Port of Seattle Waterfront Piers
 - Public transportation: Buses, light rail, ferries
- No interruption to other pedestrian activity
- No interruption to vehicle traffic or filming in streets



DO'S & DON'TS OF FILMING ON LOCATION IN SEATTLE

- **DO** keep this paperwork with you at all times. It is your pass to film in the City of Seattle!
- **DO** make as little of an impact on the rest of the city and its residents as possible.
- **DO** accommodate the rest of the City. Without a permit, you **DON'T** have priority over anybody else. When working without a permit, crew sizes need to be kept as minimal as possible to prevent sidewalks and pathways from being blocked.
- **DO** obey standard parking laws at all times.
- **DO** check to see if the location you are using has special filming restrictions. Pike Place Market, Washington State Ferries, Pioneer Square, Discovery Park, The Space Needle, Port of Seattle, and other popular locations all have specific filming restrictions.
- **DO** obtain Location Agreements from private property owners/managers prior to filming on their property. **DON'T** trespass on any private property.
- If you are a crew member, **DO** report any activity that seems unsafe. **DON'T** take any safety risks or attempt to "steal" any shots that you do not have permission for.
- **DON'T** film in residential areas between the hours of 10pm and 7am on weekdays and 10pm and 9am on weekends. If noise complaints are received, you may receive a citation from Seattle Police.
- **DON'T** stop or block vehicle traffic or pedestrians while you are filming. You **DON'T** have the authority to do any traffic control without a permit.
- If filming a driving scene, you **MUST** drive with the flow of traffic and obey all laws.
- **DON'T** exhaust or "burn out" any communities or locations. Communities can be sensitive to impacts from filming. If a location gets burned out by a production it may not be possible to film there again.
- **DON'T** perform stunts, crime-recreations, or use a real or prop weapon in a public place, or within view of the public, without a Film Permit and support from Seattle Police. Seattle Police staffing and Film Permits are always required in these instances. Please keep safety in mind at all times.
- **DO** be a good neighbor and leave every location you film better than you found it. Remember, you are the face of filmmaking when you have a camera!
- **DO** contact The Film + Music Office at 206-233-3948 if you have any questions or concerns.



CONTACTS AND OTHER IMPORTANT INFORMATION

While in Seattle, feel free to reach out and learn more about film in our city!

Chris Swenson,

Film Program Manager

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Film Permit Specialist

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General Inquiries

filmoffice@seattle.gov

Seattle Film Manual

www.seattle.gov/filmandmusic/film/film-manual

Seattle Film Permitting FAQs

www.seattle.gov/filmandmusic/film/film-faq

Sign Up for our Newsletter!

www.seattle.gov/filmandmusic

CITY OF SEATTLE -- CODE OF CONDUCT

To production companies: You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward building good relationship with the local communities in which we work, we will see less production, resulting in fewer jobs for us all. Please adhere to the following guidelines.

To the citizens: If you find this production company is not adhering to the Code of Conduct please contact the Seattle Film Office at 206-233-3948

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps, and meal areas). The filming notice should include:
 - name of company
 - name of the production
 - kind of production (e.g., feature film, movie of the week, TV pilot, etc.)
 - type of activity and duration (i.e., times, dates, number of days, including prop and strike)
 - company contact (first assistant director, unit production manager, location manager)
 - name and number of City Film Office

The Code of Conduct should be attached to the filming notification which is distributed to the neighborhood.
2. Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
3. When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
4. The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
5. No production vehicles should park in or block driveways without the express permission of the driveway owner.
6. 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.

7. Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
8. Remember to use the proper receptacles for disposal of all napkins, plates and coffee cups you may use in the course of a working day.
9. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.
10. Every member of the cast and crew will keep noise levels as low as possible.
11. Articles of clothing that do not display common sense and good taste should not be worn by crew members. Shoes and shirts must be worn at all times, unless otherwise directed.
12. Crew members shall not display signs, posters or pictures on vehicles that do not reflect common sense or good taste (i.e., pin-up posters).
13. Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
14. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
15. Make sure all catering, crafts service, construction, strike and personal trash is removed from the location.
16. Observe designated smoking areas and always extinguish cigarettes in butt cans.
17. Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
18. The company will comply at all times with the provisions of the filming permit.

The Seattle Film Office appreciates your cooperation and assistance in upholding the Code of Conduct

SEATTLE OFFICE OF FILM + MUSIC IMPORTANT INFORMATION

SEATTLE FILM MANUAL seattle.gov/filmoffice/filmmanual.htm

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