



Film & Video Production Support Request

Return to Arts & Humanities Division
 P.O. Box 1054 - Lawton, OK 73502
 (580) 581-3470 / (580) 581-3471

A&H Office received _____ by _____
 Date Initial

1. Production Company Contact Information (please print):

Project Title: _____
 Company Name: _____
 Location/Production Manager: _____
 Email: _____
 Telephone: (cell) _____ (work) _____ (home) _____

2. Type of Film/Recording Project (check all that apply):

Student		Music Video		Commercial		Television Show	
PSA		Documentary		Organizational Use		Sound Only	
Professional Film, Indie		Full Length Feature		Personal Use		Remote Recording	

2.1 Other type (please explain): _____

2.2 Is project for a client? [] YES [] NO Name of Client: _____

2.3 Is this production being held in conjunction with an event already approved through the Parade/Assembly Permit or Amplified Sound Permit? [] YES [] NO

Status of Permit(s): _____

3. Production Budget: _____ **Total Personnel:** _____ **#Production Days:** _____ **#Hotel nights** _____

4. Requested Locations (use back if needed):

Location (description & address)	Date(s)	Time In	Time Out

If date is less than two weeks away, be aware city officials may not be able to meet the request due to routing. Finish completing the information.

5. Type of assistance being requested from City of Lawton. (check all that apply and explain further on page 3, #11):

Use of city buildings or land	
Street closures	
Sidewalk streets	
Parking lot/spaces	
Alleys	
Intermittent traffic control	
Other:	



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6. Could any of the following be in use during filming?
 (check all that apply and explain further on page 3, #11):

Vehicle chases		Explosions	
Fire		Animals (type & number)	
Firearms/weapons		Night shoots	
Staged fighting		Heavy equipment	
Loud arguments		Nudity	
Youth(s) (18 years or younger)		Sound amplification equipment	
Flyovers (drone/airplane/helicopter)		Other:	

7. Do you have liability insurance? [] YES [] NO

For the amount required, review City of Lawton City Code, Appendix B - BOND SCHEDULE,
 \$_____ needed. List certificate holder as *City of Lawton, 904 B Ave, Lawton, OK 73501*.
 Certificate copy needs to be faxed to our office at (580) 581-3473 or emailed.

8. Is a copy of the script available for review if needed? [] YES [] NO [] N/A

9. Vehicle(s) in use or parked at site location(s) if known (use back if needed):

Vehicle Description	State & Tag Number

10. UAS/Drone Information (use back if needed) (may need copy of flight plan filed):

Description, Weight, Section 333, & FAA Certificate of Waiver or Authorization	Model & Serial Number



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Background: In 2007, the City Council adopted and approved Resolution 07-05 as a means to enhance and assist film, music, television production endeavors within the city limits. Resolution 07-05 grants the city manager authority to temporarily suspend certain resolutions, ordinances, and city code provisions for the purpose of assisting motion picture and television production companies in the production of motion pictures, television programs, videos and the recording of music within the city limits. Note: Resolution 07-05 does not allow inspection requirements to be waived. In applying for assistance, the City of Lawton's General Location Release Agreement shall be completed as part of the application process. Any city assistance that may be approved shall be for a limited period of time as specified by the city. However, in no event shall any city assistance extend beyond thirty calendar days for any single production project.

In addition, the Arts and Humanities Division's office may be able to assist in location scouting, finding office space, parking, storage, and other needs. Also, we may be able to provide assistance in casting calls and other press releases through our "Arts E-vine" and social media.

Disclaimer: Unless otherwise indicated, the viewpoints, opinions, beliefs, attitudes, ideas or the like expressed during the creative process and product, broadcasted by any means are those of the production team, promoters, and or performers and do not represent those of the City of Lawton, its boards, trusts, committees, officers or agents. The subject matter and content of product and promotion are not endorsed or sanctioned by the City of Lawton, its boards, trusts, committees, officers or agents, except to the extent the city sponsors or co-sponsors the production and its broadcast. The City of Lawton's seal shall not be used without specific authorization.

For more information: Contact the City of Lawton's Arts and Humanities Division's Office at (580) 581-3470, (580) 581-3471, or via email at ARTS@lawtonok.gov

11. Provide summary of assistance being requested from the City of Lawton (from page 1, #5) and explain content being used during the filming (from page 2, #6):

Multiple horizontal lines for providing a summary of assistance requested and content used during filming.

Attachments: [] YES [] NO Initials Date

___ General Location Release

___ Other, list: _____



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Routing, Comments, and Review Outcome

Parks and Recreation Director

Approved: Yes / No _____
Initials Date
Estimate Support Value & Comments:

Chief of Police

Approved: Yes / No _____
Initials Date
Estimate Support Value & Comments:

Fire Chief

Approved: Yes / No _____
Initials Date
Estimate Support Value & Comments:

City Attorney

Approved: Yes / No _____
Initials Date
Estimate Support Value & Comments:

Traffic Engineer/Street Field Supervisor

Approved: Yes / No _____
Initials Date
Estimate Support Value & Comments:

Airport Director

Approved: Yes / No _____
Initials Date
Estimate Support Value & Comments:

CITY MANAGER

Based on support requested by production & reviews:

City Manager Signature & Comments:

] Production support awarded on _____ (Date)
Date organization notified _____ (Date)

] Production support declined:

-] City of Lawton resources needed are unavailable during the timeframe requested.
-] Company does not demonstrate that it has the funding to reimburse the City of Lawton.
-] Project violates City, State, and/or Federal Law.
-] Other: _____