



Guide for Property Owners: How to handle film enquires and prepare for a shoot

The first approach from a Location Manager/Production Company to you, the property owner, is likely to be made by phone. When called you should ask:

- Who is phoning you? (the name of the company)
- When is the filming due to take place?
- What sort of project is it? (e.g. a film? TV series? Advert?)

Make an appointment for the Location Manager to look at the property and take reference photos. This is necessary to give the Director and Designer a feel for the location so that they do not spend time visiting unsuitable places. When the Location Manager arrives make sure that they give you a card or equivalent with the name, address and phone number of the Production Company. We recommend you confirm the contact details given by either contacting Bristol Film Office or the Production Company directly.

A Rough Guide to What Will Happen if Your Property is Shortlisted as a Potential Location

The First Visit

Who? The Location Manager – usually alone

What will happen? The Location Manager will take photos and measurements, discuss access and look at the surrounding area to make sure filming is possible i.e. not next to a main road, a noisy factory or building site. NB: Several properties will be considered at this stage.

What should you do at this stage?

1. Check your diary and let the Location Manager know if there are any dates which your property will not be available
2. Ask the Location Manager:
 - What else has the Director and Production Company done?
 - If they will tell you if the location is rejected?

Visit Two

Who? The Director, Designer and Location Manager

What will happen? The Director, Designer and Location Manager will look at the entire location and from all angles. They will take more photos and may take more detailed measurements. There is no guarantee that your location will be used, so don't be offended if they turn you down.

What should you do at this stage?

1. Discuss contract details and the fee with the Location Manager. Locations fees vary depending on the type of the production. TV Dramas and Feature Films tend to offer between £500 - £1000 a day. Stills photography, Documentaries and Short Films tend to have low budgets and usually offer upwards of £400 per day. The location fee should be paid on or before the first day of filming.
2. Ask the following questions:
 - What are the Art Department's plans and how long will dressing the property take?
 - Are there any fights, explosions or smoke effects planned? How will these be done?
 - Ask for evidence of the Production Company's insurance (minimum £5 million public liability)



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Visit Three: The Technical Recce – you have been selected!

Who? There will be 10-20 people involved, including the Location Manager who will need to listen to the Director, Designer and Director of Photography to know exactly what is planned. NB: It is the responsibility of the Location Manager to contact your neighbours, the Police, and Bristol Film Office to inform them of shooting arrangements.

What should you do at this stage?

1. You should agree on the fee and dates. Dates will only change in an emergency.
2. Find out if the Director of Photography or the Art Department have any further requirements.
3. Make sure you agree to the time the Art Department and others plan to arrive on dressing and striking days and when crew will arrive on filming days.
4. The contract should arrive shortly after the third visit. Sign both copies and send the Production Company's copy back to them. If you are not happy about anything, tell the Location Manager immediately.

Visit Four: Filming

Who? There will be more people than you ever thought possible, asking all sorts of questions. Each member of the crew will work in their particular specialist area during filming. The Location Manager (your primary contact) or their Assistant should liaise with all crew on your behalf.

What should you do at this stage?

1. Make sure you can get hold of the Location Manager if they have to leave the location.
2. Make sure that anything the crew turn off is turned back on again

**If you have any queries, please don't hesitate to call us
at Bristol Film Office on 0117 922 3958**



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