



MADE

IN

NY

®

IN NEW YORK CITY, YOU CALL THE SHOTS

WE ARE THE BIRTHPLACE OF FILM AND TELEVISION TECHNOLOGY, AND THE NERVE CENTER FOR EVERY MAJOR NETWORK NEWS COMPANY IN THE UNITED STATES. TELL YOUR STORY ON LOCATION IN OUR CITY, AND JOIN THE SCORES OF ARTISANS WHO HAVE DISCOVERED THAT IN OUR MIDST, MAGIC STRIKES AT EVERY HOUR. IN ADDITION TO OFFERING THE MOST CULTURALLY AND HISTORICALLY RICH LANDSCAPE IN THE COUNTRY, OUR ACTORS CAN DELIVER FLAWLESS PERFORMANCES IN FRONT OF A CAMERA, OR BEFORE A LIVE AUDIENCE ON BROADWAY—ALL IN ONE DAY. THEY ARE PART OF A DEEP TALENT POOL TOTALING 100,000 NEW YORKERS, THAT IS ENRICHED BY THE MOST EXPERIENCED CREWS IN THE WORLD.

AS THE FIRST FILM COMMISSION IN THE COUNTRY, THE MAYOR'S OFFICE OF FILM, THEATRE AND BROADCASTING UNDERSTANDS PRODUCTION NEEDS. WHETHER YOU ARE SHOOTING A FEATURE, A COMMERCIAL, TELEVISION SHOW, DOCUMENTARY OR A STUDENT FILM, WE ARE YOUR PARTNER DURING PRODUCTION. WE ARE A ONE-STOP PERMITTING AGENCY, DELIVERING FREE PERMITS, PUBLIC LOCATIONS AND POLICE ASSISTANCE. WE PROVIDE LIAISON AT ALL MAJOR PUBLIC AND PRIVATE LOCATIONS, LABOR RELATIONS ASSISTANCE, ARRANGEMENT OF SITE SURVEYS, AND TAX INCENTIVES TO SHRINK YOUR BUDGET.

NEW YORK CITY IS THE SAFEST LARGE CITY IN THE UNITED STATES, OPEN ALL NIGHT, AND READY TO BE YOUR NEXT LOCATION. WE ARE HERE TO HELP YOU CREATE YOUR DREAMS.

INCENTIVES

“MADE IN NY” INCENTIVE PROGRAM (*MINY*) *n.*

[*ME* < *Lat. incentivum* < *incentivus*] **1.** Tax credits for film and television productions. **2.** Mel Brooks can make his movie and have his bagels too. **3.** Marketing credits = free outdoor and broadcast media. **4.** World-class concierge service from script to screen.

Free – see also: permits, locations, police.

The “Made in NY” Mark of Distinction”

Each year, thousands of television shows, feature films, commercials, music videos, documentaries, print ad campaigns and theatre projects are made in New York City, the entertainment capital of the world. Our “Made in NY” campaign recognizes and celebrates these productions, which are a testament to the endless depth of talent, resources and spectacular locations in the City. “Made in NY,” the “Mark of Distinction,” is awarded to projects where at least 75% of the overall production was made in New York City.

To determine your eligibility for use of this mark, please contact The Mayor’s Office of Film, Theatre and Broadcasting.



Tax Credit

A refundable tax credit equal to 35% of production costs, for feature films, television, pilots, and television movies/miniseries. The incentive applies to production costs incurred in New York City and State.

- 30% from NY State
- 5% from NY City

Eligible costs include most “below-the-line” costs, such as crew salaries, fringes, meals, materials, trucks, background talent, office space, and support staff. Includes pre- and post-production costs.

Productions must 1) shoot on a set, on a stage – at a qualified production facility; and 2) complete at least 75% of the total facility related expenses at a qualified facility. These productions qualify for a 35% tax credit on facility-related costs.

For location and other costs to be eligible, either 1) at least 75% of the location shooting days must be in New York, or 2) production spends at least \$3 million on facility related costs.

For applications, a list of qualified facilities and more information, visit www.nyc.gov/film.

Marketing Credit

For film and television productions that complete 75% of their work in New York City. Outdoor media valued at 1% of NYC production costs will be offered to participating productions for co-branded advertising related to the “Made in NY” production.

- Bus shelters
- Broadcast on New York City Media Group assets:
- NYC TV 25 (reach: 8 Million Households in tri-state area) and
- 91.5 FM (130,000 unique listeners / week)

In exchange for the marketing credit, a **Cultural Benefit** allows productions to make a cultural donation, equal to 0.1% of their production costs, to a not-for-profit cultural institution of their choice. The donation would be made in the name of talent or an executive associated with the project, and is intended to support the theatrical, film, writing, and other local arts institutions that nurture upcoming talent and strengthen the City's creative community.

Concierge Service

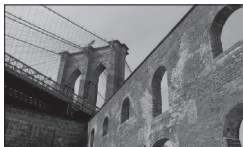
Expanded service supports the entire production cycle. Examples include providing access to the Brooklyn Bridge for 10 nights for 20th Century Fox's STAY, and providing logistical support for Warner Bros.' I AM LEGEND and Universal's THE BOURNE ULTIMATUM.

- Story development support and tie-ins to NYC agencies
- Scouting assistance and budget analysis
- Location access to premium sites
- Hotel, car rental, and vendor discounts
- Assistance in sourcing pre-production office space
- Assistance for global premieres and launches

“Hot Shots” Online Photo Library

“Hot Shots” is our first online photo library, showcasing public locations to filmmakers all over the world. Regardless of where you are, you now have complete access to hundreds of photos of landmarks – including parks and playgrounds, bridges, courthouses, jails, highways and more!

Visit www.nyc.gov/film to search this extensive database with photos of all that the five boroughs have to offer productions interested in filming in New York City.



“Made in NY” Discount Card Program

To further generate entertainment business and connect productions with local businesses at no cost, The Mayor’s Office of Film, Theatre and Broadcasting, in conjunction with HSBC Bank, N.A., launched the “Made in NY” discount card program. Available to bona fide film, television and theatre productions shooting and performing in New York City, the “Made in NY” Discount Card is intended to encourage patronage at participating businesses within the five boroughs, by providing a discount (minimum of 10%) or special offer when customers present their card to participating vendors.

With hundreds of vendors to choose from in over 40 different categories, the program has saved productions money and brought new business to local businesses. Choose from banking services, camera, grip and electric, computers and electronics, construction and set design, digital effects, food and restaurants, hotels, post production and training, props, security, travel, transportation – and much more!

To obtain your card, simply request an application at our Permit Reception Desk. Once the application is approved, the production company will be provided with a specific number of cards based on the type of production and the general crew structure.

To visit the list of participating vendors, visit our discount section at <http://www/nyc.gov/film>.

P.A. Program

The “Made in NY” Production Assistant Training Program is a collaboration between Brooklyn Workforce Innovations, a nonprofit organization, and The New York City Mayor’s Office of Film, Theatre and Broadcasting.

TRAINED

Every certified “Made in NY” PA has completed a rigorous selection process and intensive four-week training program. Program instructors – an Assistant Director, a Production Coordinator and other experienced industry professionals – drill trainees in all the basics – production department and crew roles including walkie use, petty cash, set etiquette, navigating NYC as a licensed driver, working on location and permit procedures with The Mayor’s Office of Film, Theatre and Broadcasting. Once PAs have proven that they are punctual, reliable, eager and skilled, we place them on NYC productions.

EXPERIENCED

“Made in NY” PAs have worked on everything from feature films to commercials to reality TV, episodic TV, music videos, documentaries, film festivals and more.

Need a great PA? We can arrange interviews or direct placements, several weeks in advance or at a moment’s notice. This is a free service offered to productions shooting in NYC.

To hire a “Made in NY” PA or learn more, contact: BWI: 718-237-2107 x143

SERVICES

FREE [ME < fre] *adj.* 1. Permits. 2. Police assistance.
3. Access to public locations throughout the most cinematic city on the planet. 4. Concierge services to assist productions from script to screen. 5. Bragging rights.

Planning Makes Perfect

A pre-production meeting with The Mayor's Office of Film, Theatre and Broadcasting is required for all feature films, television movies, series or special, elaborate exterior commercial shoots and music videos shooting exteriors with celebrities, or multiple locations. It is recommended that this meeting be scheduled with our office three weeks before shooting, but must be scheduled no later than five business days before the actual shoot begins.

The purpose of this meeting is to review shooting plans and production schedules. Required participants include the Production Manager, Location Manager, 1st Assistant Director, Producer and Teamster Captain, as well as representatives from our office and other relevant agencies. Immediately following this main pre-production meeting at our office, you are ready to apply for a permit detailing the location activities.

Permits can be issued within 24 hours of application. The deadline for permit applications is by noon the day before your scheduled shoot.

More complex productions require special consideration by the NYPD Movie & TV Unit, therefore applications must be submitted three to four days prior to the shoot date.

This agency is as flexible as possible when emergencies require a schedule change on the day before a shoot, but emergency changes should always be called into both The Mayor's Office of Film, Theatre and Broadcasting and the NYPD Movie & TV Unit as the first priority.

Free Online Permits Easy Access to Locations

The permit we issue to your production is free of charge, and provides access to public locations and street parking for essential production vehicles throughout 300 square miles of public settings in the city's five boroughs, including 27,000 acres of city parks.

When your project is shooting at an exterior location which requires traffic control, or has a scene with prop firearms, weapons or actors in police uniforms, you must request that the NYPD Movie and TV Unit be assigned to your location. The police unit will assign its officers at no charge to you.

All decisions about what is permitted are made by The Mayor's Office of Film, Theatre and Broadcasting, working in close consultation with the NYPD Movie & TV Unit, and other key city agencies. We have the experience and resources to facilitate your production requests.

Filming in city parks, interiors of city buildings, bridges, subways or tunnels will require additional permissions from the controlling entities. Please contact our office to obtain specific contact information.

The ABCs of Insurance

In order for you or your organization to be eligible for a Motion Picture or Television Permit, you must present to The Mayor's Office of Film, Theatre and Broadcasting an original certificate of insurance which is signed by the Broker's Authorized Representative and which includes:

1. The name and address of the insured person or production company
2. The Description of Operations on the certificate must read as follows: "The City of New York is named as additional insured pursuant to, or with coverage at least as broad as, ISO Form CG 20 12 (07/98 ed.)"
3. That the policy provides at least One Million Dollars (\$1,000,000) [usually listed as 1,000 thousands] in US currency or its equivalent of Comprehensive General Liability for each instance of claim.
4. The name of the insurance company and of the broker, with the broker's phone number.
5. The policy number.
6. The dates for which the policy is in effect, including both the start and expiration dates.
7. That the policy may not be modified or canceled without seven days prior written notification to The Mayor's Office of Film, Theatre and Broadcasting.

Please note that we do not accept FAX copies or photocopies of Insurance Certificates.
Still photography does not require insurance for permits.

Keys to the City

The Mayor's Office of Film, Theatre and Broadcasting welcomes you to New York City: the birthplace of filmmaking and home of the greatest film locations in the world.

We want your film, TV, music video or commercial shoot to run as smoothly as possible. Your production company and our neighborhoods matter to us.

A copy of this directive must be distributed to all production personnel. Listed below are conditions of permit. Failure to comply with the following directives may result in revocation of permit.

BEFORE THE SHOOT...

- Familiarize yourself with the neighborhood in which you're shooting. Be considerate of schools, churches, senior centers, funeral homes, etc.
- Notify the community board, city council, block and merchant associations in which you are filming at least 48 hours in advance of your shoot.
- Post letters to notify the neighborhood of the dates, times of your shoot and parking plan. Outline how filming may affect their normal routine. Include production office contact names and phone numbers. These letters should be posted in lobbies and on light poles, and delivered to businesses at least 48 hours before shooting.

- Assure businesses that you will allow customer access and truck deliveries.
- **NO PARKING** signs will be posted a minimum of 48 hours in advance. Parking may not be held more than 24 hours in advance.
- If applicable, **VTU NO PARKING** signs have been posted before the last legal time that someone could have parked.
- Do not use tape, staples or thumb tacks on trees when posting resident letters or parking signs. Use elastic bands or string instead.
- Provide blackout material to residents' windows for night exterior shoots.
- All necessary permissions for government agency-run properties (i.e., authorized parking, parks, MTA properties, bridges, courthouses, etc.) have been obtained.

DURING THE SHOOT...

- Locations departments and Parking PAs should be sensitive to neighborhood needs while holding parking in advance. Do not interfere with areas such as handicapped parking, driveways or moving van access zones. Do not block fire hydrants.
- Do not block buildings or keep equipment in front of buildings that are working directly with the shoot, especially in front of closed storefronts when you have an early call.

- Ensure safe pedestrian passage through and around your set. Cover cables with mats, keep equipment against buildings or in curb lanes, don't allow crew members to congregate in pedestrian passageways.
- Ensure there is at least 13.5 feet for a fire lane on all streets involved.
- Do not hold or block traffic without a police officer or traffic agent. The NYPD Film Unit exists to work with you on traffic and safety needs.
- Make certain that trucks and campers fit under trees to avoid damage to branches.
- Find nearby lots to park campers and other non-essential vehicles if you are going to be at a location for multiple days.
- Do not park catering trucks or honeywagons in front of active restaurants.
- Do not park generator trucks in front of residential buildings. Do not leave truck engines idling under residents' windows.
- Do not allow extras to park on set.
- Any free standing generators must be baffled with fireproof/non-flammable material.
- Have copies of the Vehicular Tow Unit (VTU) relocation list on set.
- Keep noise to a minimum when arriving in a neighborhood before 7 a.m. or filming past 10 p.m.

- Remind crews to speak courteously to the public. Your set may be someone's home, so do your best to ensure that future productions are welcomed back.
- Patronize local businesses during breaks.
- Have copies of all permits issued on set for general public viewing.

AFTER THE SHOOT...

- Clean up after your shoot. Make a clean sweep of the area to ensure that nothing is left behind, including equipment, garbage, all resident letters, parking signs and VTU signs that your production posted.

Contact The Mayor's Office of Film, Theatre and Broadcasting for assistance @

212.489.6710 or by calling **311**. After business hours please call the NYPD Movie/TV

Unit @ 718-281-1235. Visit our website @ **www.nyc.gov/film**.

Parking Privileges

Our permit provides special parking privileges at locations for vehicles essential to your shoot. These vehicles include equipment trucks, lifts, cranes, campers and honeywagons. Crew or personal cars are not covered by the permit.

A numbered parking tag will be assigned to each of your production vehicles. You must supply each vehicle's plate number and state, description and size. Each parking tag must be visible in the front of the vehicle, along with a copy of the permit.

Student Films

Students must obtain a letter from their school, on the school's letterhead, stating the student's name, their status as a student (i.e., full-time, in good standing), the date(s) of the shoot and the signature of the appropriate representative from the school. Film schools must have insurance on file with The Mayor's Office of Film, Theatre and Broadcasting in order for permits to be issued. The NYPD Movie & TV Unit is available to student films free of charge Monday through Friday only.

Casting Kids & Scripting Stunts

Any child under the age of 18 years must, by New York State law, have a permit to work in a film or television production. The New York State Department of Labor administers Child Performer Permits. This office can be reached by phone at 1-800-447-3992. Further information is also available on the Department of Labor's web site at www.labor.state.ny.us.

Pyrotechnics, fire effects and explosions, including simulated and other smoke effects, require a prior inspection and supervision by the NYC Fire Department.

Exceptional requests (i.e., removing a lamppost, changing a street sign, etc.) may require additional permits. The Mayor's Office of Film, Theatre and Broadcasting will provide the municipal contacts to expedite this.

Trains, Planes, & More Friendly Locations

There are a few frequently requested locations within the city which are not carried on our permit and require special permits from other governmental bodies. Here are two major examples:

The Metropolitan Transit Authority (MTA) arranges shoots involving the use of subway stations, trains or buses. You must make arrangements well in advance, from one to three weeks or more, with the MTA. The Transit Authority's Special Events Unit will provide you with an estimated cost for your request.

The Port Authority arranges all shoots at all airports, the PATH trains, and certain piers, bridges and tunnels.

The Mayor's Office of Film, Theatre and Broadcasting has extensive contacts for locations not directly available through our permit. This includes government buildings, parks and landmarks under state or federal jurisdiction, as well as many key privately owned locations.

Red Carpet Premieres

Fulfilling our mission to assist your production from script to screen, The Mayor's Office of Film, Theatre and Broadcasting can also issue permits for your red carpet premiere.

All fees include permission for the following:

- One Curblane Closure
- One Red Carpet
- One Press Pen
- One Generator
- One Klieg Light
- One Tent 10 by 20

Production Resources and Contacts

AEA Actors' Equity Association

165 West 46th Street
New York, NY 10036
Phone: (212) 869-8530
Fax: (212) 719-9815
www.actorsequity.org

AFM

American Federation of Musicians

1501 Broadway, Suite 600
New York, NY 10036
Phone: (212) 869-1330
Fax: (212) 764-6134
www.afm.org

American Federation of Musicians Associated Musicians of Greater New York Local 802

322 West 48th Street
New York, NY 10036
Phone: (212) 245-4802
www.local802afm.org

AFTRA

American Federation of TV and Radio Artists

260 Madison Avenue, 7th Floor
New York, NY 10016
Phone: (212) 532-0800
Fax: (212) 532-2242
www.aftra.org

AGMA

American Guild of Musical Artists

1430 Broadway, 14th Floor
New York, NY 10018
Phone: (212) 265-3687
Fax: (212) 262-9088
agma@musicalartists.org
www.musicalartists.org

AICP

Assn. of Independent Commercial Producers

3 West 18th Street, 5th Floor
New York, NY 10011
Phone: (212) 929-3000
Fax: (212) 929-3359
www.aicp.com

ALSAM

Association of Location Scouts and Managers

Phone: (212) 598-4467

www.alsam.net

Cinematographers

Local 600

80 8th Avenue 14th Floor

New York, NY 10011

Phone: (212) 647-7300

Fax: (212) 647-7317

www.cameraguild.com

DGA

Directors Guild Of America

110 W. 57 Street

New York, NY 10019

Phone: (212) 581-0370

Fax: (212) 581-1441

www.dga.org

East Coast Council

c/o IATSE Local 52

326 W. 48th Street

New York, NY 10036

Phone: (212) 399-0980

or **c/o Local 600**

80 8th Avenue

New York, NY 10011

Phone: (212) 647-7300

Film Commissions HQ

200 Green Street, 2nd Fl. Suite F

San Francisco, CA 94111

Phone: (415) 962-8325

www.filmcommissionhq.com

GIAA

Guild of Italian American Actors

Canal Street Station, PO Box 123

New York, NY 10013-0123

Phone: (212) 420-6590

info@giaa.us

www.nygiaa.org

**Heating, Venting & Air Conditioning
Technicians, Local 30**

115-10 Myrtle Avenue
Richmond Hill, NY 11418
Phone: (718) 847-6800
www.iuoe30.org

IFP

104 West 29th Street, 12th Floor
New York, NY 10001-5310
Phone: (212) 465-8200
Fax: (212) 465-8525
www.ifp.org

IATSE

**Local 52
International Alliance of Theatrical &
Stage Employees**

326 W 48th Street
New York, NY 10036
Phone: (212) 399-0980
Fax: (212) 315-1073
ialocal52@msn.com
www.iatselocal52.com
Also, contact for East Coast Council and
New York Production Locals

**Make-Up Artists & Hair Stylists
Local 798**

152 West 24th Street
New York, NY 10011
Phone: (212) 627-0660
Fax: (212) 627-0664

**Metropolitan Parking Association
877-PARKING**

**Motion Picture Editors Guild
Local 700**

145 Hudson Street, Suite 201
New York, NY 10013
Phone: (212) 302-0700
Fax: (212) 302-1091
www.editorsguild.com

**Motion Picture Projectionists, Operators,
Video Technicians, Theatrical Employees
and Allied Crafts
Local 306**

545 West 45th Street, 2nd Floor
New York, NY 10036
Phone: (212) 956-1306
Fax: (212) 956-9306
www.local306.org

NY NATAS**New York Academy of Television Arts
and Sciences**

1375 Broadway, Suite 2103

New York, NY 10018

Phone: (212) 459-3630

Fax: (212) 459-9772

www.nynatas.org

**NYC Mayor's Office of Film,
Theatre and Broadcasting
Katherine Oliver, Commissioner**

1697 Broadway

New York, NY 10019

Phone: (212) 489-6710

www.nyc.gov/film

NYPA**New York Production Alliance**

6 East 39th Street, Suite 1200

New York, NY 10010

Phone: (917) 848-2553

info@nypa.org

www.nypa.org

NYPD**NYC Police Movie & TV Unit**

620 Circle Drive

Fort Totten, NY 11359

Phone: (718) 281-1235

**NYS Governor's Office for Motion
Picture & TV Development**

633 3rd Avenue

New York, NY 10017

Phone: (212) 803-2330

Fax: (212) 803-2339

www.nylovesfilm.com

NYWIFT**NY Women in Film & Television**

6 East 39th Street. Suite 1200

New York, NY 10016

Phone: (212) 679-0870

info@nywift.org

www.nywift.org

PGA East**Producers Guild of America East**

100 Avenue of the Americas, 14th Floor

New York, NY 10013

Phone: (212) 894-4016

Fax: (212) 894-4056

pga-ny@producersguild.org

www.producersguild.org

SAG**Screen Actors Guild**

360 Madison Avenue, 12th Floor

New York, NY 10017

Phone: (212) 944-1030

www.sag.org

Scenic Artists**Local 829**

29 West 38th Street, 15th Floor

New York, NY 10018

Phone: (212) 581-0300

Fax: (212) 977-2011

www.usa829.org

**Script Supervisors, Production Office
Coordinators, Production Accountants****Local 161**

630 Ninth Avenue, Suite #1103

New York, NY 10036

Phone: (212) 977-9655

Fax: (212) 977-9609

www.local161.org

SMPTE**Society of Motion Picture & TV Engineers**

3 Barker Avenue

White Plains, NY 10601

Phone: (914) 761-1100

Fax: (914) 761-3115

www.smpte.org

Teamsters IBT**Local 817**

1 Hollow Lane, Suite 309

Lake Success, NY 11042

Phone: (516) 365-3470

Fax: (516) 365-2609

Theatrical Stage Employees

Local 1

320 W. 46 Street
New York, NY 10036
Phone: (212) 333-2500
Fax: (212) 586-2437
www.iatselocalone.org

Theatrical Wardrobe

Local 764

545 W. 45th Street
New York, NY 10036
Phone: (212) 957-3500
Fax: (212) 957-3232
www.ia764.org

WGA

Writers Guild Of America East

555 W. 57 Street, Suite 1230
New York, NY 10019
Phone: (212) 767-7800
Fax: (212) 582-1909
www.wgaeast.org

That's Just the Beginning...

Please visit our web site at www.nyc.gov/film for information about facilities in the City, a gallery of location images, discounts on services, production resources, incentives and the latest industry news.

Dial 311 or outside New York City dial (212) NEW-YORK to speak to a Mayor's Office of Film, Theatre and Broadcasting representative.





THE CITY OF NEW YORK
MAYOR'S OFFICE
OF FILM, THEATRE
AND BROADCASTING

MICHAEL R. BLOOMBERG, MAYOR
KATHERINE L. OLIVER, COMMISSIONER

DIAL 311 OR OUTSIDE NYC DIAL 212 NEW YORK
www.nyc.gov/film