



Film Process and Procedure

Insurance:

- Obtain general liability insurance in the amount of at least \$1,000,000.00 naming the City of Roswell as an additionally insured party for the length of the shoot. It should read as follows:

*City of Roswell
425 N Richardson Ave
Roswell, NM 88201*

Things to remember when filming in Roswell

- Graffiti is removed daily throughout the City. Please contact us if part of your set dressing includes graffiti so we can be sure it isn't removed.
- Base camp/crew parking cannot be on the streets of Roswell; only the necessary production vehicles (i.e., grip & light truck) may be at the filming location. Crew parking, honey wagon, catering, non-essential production vehicles, etc. must be at a predetermined location (i.e., nearby parking lot).
- Parking in alleyways is prohibited unless special arrangements are made through the film office

Neighborhood notification

- The film company must notify affected residents, occupants and businesses, in advance of filming.
- Provide a copy of the letter of notification, along with the permit.
- Please be sure the information on the Letter of Notification matches the permit before sending it.
- When you notify the neighborhood include every address the Notice has been sent to.
- If you wish to be in a neighborhood between the hours of 10pm and 7am you must note this on the film permit to be reviewed.

Consideration & Disruption

- Film crews may only be in residential neighborhoods between the hours of 7am and 10pm, unless by special arrangement through the film office.

Consideration to Residents/Occupants/Businesses: These persons should be free from any negative environmental conditions resulting from filming including but not limited to, spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection.

Disruption to Residents/Occupants/Businesses: It is the production company's responsibility to ensure that there is a minimum of disruption to residents, occupants, businesses and City employees where filming occurs. This includes ensuring residents, owners and customer's access to their respective premises and ensuring pedestrian and vehicular access to adjoining properties.

Police/Fire/Ambulance

- Appropriate Fire personnel/Fire Marshals are required for the detonation of pyrotechnic special effects.
- The Roswell Fire Department must be advised in advance when the use of flammable liquids/materials and special effects are being planned.

Responsibilities

Clean-up: Production crews must clean the location at the end of the filming day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition, unless otherwise approved by the film office or other arrangements are made with an operating Division of the City and noted on the permit, in which case the production company will be billed accordingly.

Conduct: It is the responsibility of the production company to ensure that their staff operates in a safe and professional manner in the course of their duties.

Plan: Productions must show the following documents to have on file.

- Budget Overview
- Call Sheets
- Shooting Schedule

nmfilmroswell.com

For any questions and concerns please contact:
Film Liason/Director of Public Affairs - Juanita Jennings
575.637.6203