

SAN DIEGO FILM & VIDEO RESOURCE GUIDE

LISTING REQUIREMENTS

The following are the listing requirements. With the exception of allowing out-of-area phone numbers (to accommodate telephone number portability) and requalification, these are the same rules we have observed since 1994.

1) Listing Form Basics: The listing must be

- Returned completed by the deadline.
- Be signed by the listing freelancer or business primary contact — this form is a contract.
- Freelancers' contact info must be their personal info. Business addresses, phone numbers, etc. are acceptable only if you own that same business, otherwise you will be disqualified for promoting a business not your own. Proof of business ownership may be required if not readily apparent. Résumés are required and must be appropriate for the listing. Please, NO demo reels. Refer to Category List for listing categories.

2) References: New listings and requalifications (see item 7) must include professional film production references for each listing. Projects must be

- From different production companies.
- Shot in the San Diego region.
- Shot within the past year.
- Must be appropriate for the category, i.e., if your 1st listing is as a grip then your references for that listing will be from a job where you were employed as a grip. Same thing goes for your 2nd and 3rd listing. Call sheets from 2 different jobs can be used instead of references for each listing.
- References cannot be San Diego Film Commission staff, your family, your own business, your teacher, or in the case of your business, yourself.

Please be as complete as possible. Listings with unverifiable references will not be published.

3) Local physical street addresses are required.

We will only accept a postal box address (USPS, Mailboxes Etc, and similar mail drops) as a mailing address if it is accompanied by your physical address. Physical addresses are subject to verification. Addresses are only published for listings in categories where an address is relevant, i.e., hardware store, hotel, audition facility. We work very hard to get local people working and since listings are restricted to local residents and businesses, your

physical address is required. If you work in San Diego county but live in another county we can refer you to the appropriate film commission.

4) Business owner-freelancer: We understand that many of our freelancers also have a film production-related business. Consequently here are some restrictions regarding those listings:

- Only the freelancer's name or the business name can be listed in a category. Some categories are restricted to only businesses or freelancers, eliminating some conflicts from the start.
- Business telephone, fax, web site address, web site email are only listed for the business owners.
- Although addresses are printed only in appropriate categories, e.g., hotels, hardware stores, audition facilities, only the business owner can use their business address as the address of record.
- Any freelancer using the address of record or other contact info of a film production-related business that they do not own, is considered to be an employee of that business, not a freelancer, and will be disqualified from listing in that edition.
- A copy of your business license may be requested to verify ownership.

4) Location Crew: All location scouts, location managers, and location specialists (still photo) listed in the *San Diego Film & Video Resource Guide* are expected to be experts on locations within San Diego county. Consequently, all reference projects listed on the listing request must be projects which

- filmed on location in San Diego county within the past year, and
- the projects' filming permits were coordinated through the San Diego Film Commission.

5) Still Photo Production Companies minimum requirements:

- Must be a business.
- Must show proof of general liability insurance with limits required for film permitting.
- Must be able to put a complete crew together.
- Must have demonstrated recent (within the past year) San Diego film permitting experience in a wide range of local jurisdictions, ie. other cities, federal parklands, highways.
- Must have a location library containing a wide range of properties, both private and public,

located in San Diego county. You must be able to book the private locations directly with the owner and must be experienced with permitting the public locations.

- Must be familiar with film friendly hotels and be able to coordinate room bookings.
- Own (not contract out with another party) at least one production motorhome.

Still photo production companies are expected to be able to take the client onto public property as well as private property. These basic requirements are designed to protect all parties and provide the level of professional service expected. If you meet some but not all of the above requirements, we'd be happy to list you as a freelancer in the Coordinator / Producer: Still Photo category.

6) Renewal is required. Listings must be renewed for every edition. We have no reliable way of knowing if you still live in the area, work in the industry, or still want to be listed unless we hear back from you. Consequently, listings not renewed may be canceled without further notice.

7) Requalifications. It is our goal to ensure that our local crew base is properly trained and experienced when we publish each edition of the Resource Guide.

Beginning with the 2009 edition production crew listings will need to be requalified every 5 years. This means you will need to complete the Listing Requalification Renewal Form if you completed your original listing form prior to 2003. This will require references from 2 different film projects. If you feel that you should be listed in different categories than what you have been listed in, then this is the perfect time to make that change. You can access a list of categories from our web site www.sdfilm.com.

However, during a recent review of listing forms submitted by freelancers who work in film produc-

tion trades we found a number of forms that do not include references. Consequently, in 2008, we began the requalification process. Requalification guidelines are as explained in the previous paragraph. Note: résumés are not filed with listing forms and are kept on file for a limited amount of time so references submitted as part of a résumé may no longer be file.

And yes, for some of you who work closely with the Film Commission this may seem silly but in order to be fair we ask that you too complete the requalification form. The purpose of requalifying is to ensure that listees really do work in the industry, and are part of a current and qualified work force. If the requalification form is not returned then we will assume that you no longer really work in the industry.

8) Advertisers. You must be a qualified listee in order to place any type of advertisement.

THE VERY IMPORTANT SMALL PRINT

The San Diego Film Commission reserves the right to refuse a listing based on their evaluation of the listing request, references, résumés, and/or client survey without advance notice.

The production guide is produced on a very tight schedule by an extremely small staff. If you have any questions regarding these rules or how they may affect you, please make inquires early. The week previous to the deadline as well as the week of the deadline are both very chaotic. Production guide inquiries are answered secondarily to production needs. Your question or concern may not be answered in a timely manner and your listing may not be approved.

The San Diego Film Commission reserves the right to amend these rules with notice.