

Addendum 4: Code of Conduct

Washington State – Production Code of Conduct

To Production Companies: You are guests and should treat this location, as well as the public, with courtesy. If we do not all work toward building a good relationship with the local communities in which we work, we will see less production, resulting in fewer jobs for us all. Please adhere to the following guidelines.

To The Citizens: If you find this production company is not adhering to the Code Of Conduct, please contact the Seattle Office of Film + Music at (206) 684-5030 or Washington Filmworks (206) 264-0667

- 1) When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base campus, and meal areas). The filming notice should include:
 - name of company
 - name of the production
 - kind of production (e.g., feature film, movie of the week, TV pilot, etc.)
 - type of activity and duration (i.e., times, dates, number of days, including prop and strike)
 - company contact (first assistant director, unit production manager, location manager)
 - name and number of City Film Coordinator
- 2) The Code Of Conduct should be attached to the filming notification and distributed to the neighborhood.
- 3) Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas.
- 4) When a production pass identifying the employee is issued, every member of the crew shall wear it while at the location.
- 5) The removal, moving, or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
- 6) No production vehicles should park in or block driveways without the express permission of the driveway owner.
- 7) Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.
- 8) Removal, trimming, and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner

- 9) Remember to use the proper receptacles for disposal of all napkins, plates, and coffee cups you may use in the course of a working day.
- 10) All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also remember to remove all signs posted to direct the company to the location.
- 11) Every member of the cast and crew will keep noise levels as low as possible.
- 12) Articles of clothing that do not display common sense and good taste should not be worn by crew members. Closed toed shoes and shirts must be worn at all times, unless otherwise directed.
- 13) Crew members shall not display signs, posters, or pictures on vehicles that do not reflect common sense or good taste (i.e., pin-up posters).
- 14) Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
- 15) The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the company.
- 16) Make sure all catering, crafts service, construction, strike, and personal trash is removed from the location.
- 17) Observe designated smoking areas and always extinguish cigarettes in butt cans.
- 18) Cast and crew will refrain from the use of lewd or improper language within earshot of the general public.
- 19) The company will comply at all times with the provisions of the filming permit.