



REGIONAL FILM PARTNERSHIPS IN CALIFORNIA

Rev. 11-15-24

About the California Film Commission (CFC)

The California Film Commission (CFC) was established in 1984 by the California Legislature to support the state's vibrant entertainment industry. Since 1985, the CFC has been dedicated to facilitating, retaining, and attracting film production throughout California by providing production assistance, location guidance, permitting support, and troubleshooting services. Acting as a liaison between the entertainment industry and government entities at all levels, the CFC aims to streamline the filming process and create a film-friendly environment across the state. A critical aspect of this mission is its collaboration with local in-state film offices and commissions.

Regional Film Partner Program

The Regional Film Partner Program is a cornerstone initiative by the California Film Commission to build and maintain close partnerships with local film commissions throughout California. This program enables the CFC to work directly with designated cities, counties, and public agencies—known as Regional Film Partners—who are committed to supporting and facilitating film production in their areas. Regional Film Partners serve as essential local extensions of the CFC, providing specialized knowledge, logistical support, and streamlined services to meet the needs of both domestic and international productions. By fostering these partnerships, the CFC creates a unified network of film-friendly communities across the state, enhancing California's appeal as a premier destination for filming.

Eligibility and Designation

To qualify as a Regional Film Partner, a city, county, or public governmental agency within California must have jurisdiction over filming within its geographic area. Each entity is responsible for designating a local film office or commission to act as its official Regional Film Partner Designee. While both cities and counties are eligible to apply, the CFC ensures that no two Regional Film Partners represent the same specific geographic area.

Participating entities must remain independent of any production companies or related vendors and cannot be affiliated with for-profit businesses or labor unions to ensure unbiased support for the industry.

The Public Entity and its employees shall not be controlled by a labor union, private for-profit business organization or proprietary commercial entity.

Regional Film Partner status will be reviewed every five years.

Responsibilities of Regional Film Partners

Regional Film Partners play an essential role in the California film ecosystem by:

- Responding Promptly: Answering requests from film, television, commercial, and still photography productions, ideally within one business day.
- Offering Local Knowledge: Providing insights on local filming locations, business practices, and permitting processes to assist production teams.
- Troubleshooting: Resolving local issues and streamlining access to required permits.
- Community Engagement: Balancing production needs with community sensitivities and promoting film production as a positive local economic driver.
- Permitting Data: Submitting annual film permit data by January each year to be included in the CFC's statewide permit data report.
- Cost Recovery: Charging only for actual service costs, as Regional Film Partners operate on a nonprofit basis.

Benefits of Being a Regional Film Partner

Regional Film Partners benefit from close collaboration with the CFC, which is frequently the first contact for production companies seeking film locations throughout California.

Participation offers several advantages, including:

- Location Requests: The CFC connects Regional Film Partners with location inquiries from production companies, expanding local filming opportunities.
- Resource Sharing & Networking: Partners can collaborate on economic development strategies, permitting solutions, and best practices, building a network of film-friendly communities across the state.
- Marketing & Visibility: Local filming locations are featured on CinemaScout®, the CFC's Location Resource Center, increasing exposure to domestic and international productions. Regional Film Partners are also featured in *Location California* magazine published annually.
- Guidance on Film Ordinances: The CFC assists in developing model ordinances that streamline policies and attract production to local jurisdictions.
- Support for Permitting & Troubleshooting: CFC staff offer expert assistance with complex permitting issues and on-the-ground troubleshooting to keep productions on schedule.
- Production Tax Credit Program Guidance: Regional Film Partners can receive guidance on how to support productions in accessing California's tax credits, making their areas more attractive for eligible projects.
- FLICS Membership: Partners may be eligible to apply for Film Liaisons in California Statewide (FLICS) membership, gaining access to industry resources, networking, and promotional opportunities.

Application and Approval Process

To become a Regional Film Partner, the Public Entity and its designated office or nonprofit submit an application package to the CFC. This package includes necessary exhibits, such as a letter or resolution designating the Regional Film Partner Designee. The CFC reviews each application against specific criteria, conducts interviews with the proposed Designee, and notifies applicants of the decision within 45 days.

Once the CFC endorses a Regional Film Partner, the entity can start providing support to productions, promoting local filming opportunities, and actively participating in California's statewide filming network.

Termination of Designation

A Regional Film Partner's designation may end if:

- The supporting Public Entity rescinds its endorsement.
- The Regional Film Partner requests removal from the program.
- The CFC finds that the Regional Film Partner has not met its responsibilities or has violated program requirements.

In these circumstances, the Regional Film Partner and Public Entity receives notice in writing from the CFC that it has been found to have violated one of the requirements of the program and has been terminated.

Ongoing Contact Information

Regional Film Partners will be responsible for maintaining updated contact information with the California Film Commission. Failure to update contact information may result in removal from the program.

FREQUENTLY ASKED QUESTIONS

1. Can a city apply to be a Regional Film Partner if their county is already a Regional Film Partner?

Yes, a city can apply to be a Regional Film Partner even if its county is already a partner. The Regional Film Partner program is designed to foster strong connections between the California Film Commission (CFC) and local jurisdictions actively engaged in facilitating film production within California. We recognize that each city or county brings unique resources, locations, and support services to the table, and we aim to partner with all cities and counties committed to supporting the film industry. By encouraging city and county participation alike, we can create a more comprehensive network of local expertise and resources across California, making the state an even more attractive, film-friendly destination for productions of all sizes.

2. How can a Public Entity participate in the Regional Film Partnership?

A Public Entity applies for the CFC's endorsement to become a participant in the Regional Film Partnership, concurrently with an office, organization or nonprofit proposed to be its Regional Film Partner. The application for endorsement must be submitted to the CFC by the Public Entity, with portions of it filled out by the Public

Entity itself and portions filled out by the proposed Regional Film Partner Designee. The application must be accompanied by a set of exhibits, including a letter from/or a resolution passed by the Public Entity designating the Regional Film Partner Designee.

No two Regional Film Partners can represent the same Public Entity, so if the CFC receives an application from a Public Entity that had previously designated a different Regional Film Partner Designee, the newer application would supersede the previous one unless otherwise stipulated by the Public Entity. In addition, no two Regional Film Partner Designees can represent the same geographic filming jurisdiction.

3. How does a Regional Film Partner lose the CFC's designation?

- The CFC receives written notice from all of the Public Entities that endorsed the Regional Film Partner that the Public Entity is rescinding the resolution designating the Regional Film Partner.
- The Regional Film Partner submits a written request to have its Regional Film Partnership designation removed.
- After careful investigation by the CFC Director and/or Deputy Director, the CFC determines that the Regional Film Partner is not meeting the obligations outlined in the *REGIONAL FILM PARTNER CODE OF RESPONSIBILITIES* below and revokes their designation.

4. What is the process to apply for Regional Film Partnership?

1. Complete and return this application and attachments (including the designation letter or resolution as noted above) to:
Karla Sayles, Deputy Director
California Film Commission
karla.sayles@film.ca.gov
2. The CFC evaluates the application information for specified criteria.
3. The CFC conducts a phone interview with the proposed Designee.
4. The applicant is notified as to the status of the application within 45 days.
5. If approved, a package of documents on such issues as child labor laws, the CFC's Model Film Ordinance and Guidelines for Best Practices in Film Regulations and Policies, production terms and information on the use of pyrotechnics will be sent to the Regional Film Partner Designee. The knowledge and understanding of these issues is vital.
6. The Regional Film Partner Designee is then added to the website and included as a participant in the Regional Film Partnership.

For questions about the Regional Film Partnership, please contact Karla Sayles, Deputy Director of the California Film Commission at 323-860-2960.

REGIONAL FILM PARTNER CODE OF RESPONSIBILITIES

The California Film Commission (CFC) values the interaction between the film industry and California's public agencies. The CFC encourages collaboration among Regional Film Partners to foster a strong economic environment and facilitate, retain, and attract film production in California. To support this goal, the CFC establishes the following **Requirements** that all Regional Film Partners should strive to meet, along with suggested activities that are encouraged.

Regional Film Partner Designees shall adhere to the following **Requirements**:

1. **Service and Support:** Provide comprehensive service to production companies from initial contact to production completion, balancing the needs of the production company with the concerns of local government and the community.
2. **Core Services Without Fee:** Offer core services at no charge, including:
 - Location scouting assistance
 - Referral and liaison services with industry facilities and services
 - Liaison between the community, production companies, and government
3. **No Profit from Core Services:** Regional Film Partners shall not derive any profit from these core services. Neither the Regional Film Partner Designee nor their employees may hold financial interests in production companies, vendors, or service businesses that provide commercial products or services to film, television, or digital productions. Additionally, Regional Film Partners must not be controlled by labor unions, private for-profit businesses, or proprietary commercial entities.
4. **Accuracy and Transparency:** Provide accurate and timely information to production companies, local communities, and governmental entities, including the California Film Commission.
5. **Consider Additional Incentives and Services:** Offer additional services and incentives, such as:
 - Free permits and location use on public property
 - Free access to local crew lists, resource databases, and production guides (when available)
 - Free office space, maps, and photo libraries or location websites
 - Reduced hotel rates and 24/7 availability for production emergencies
 - Student filming incentives
6. **Contact Information:** Maintain up-to-date contact information with the CFC.
7. **Annual Permit Data:** Submit the Public Entity's annual permit data to the CFC.



REGIONAL FILM PARTNER APPLICATION

Section I. Public/Government Entity (“Applicant”)

ENTITY/JURISDICTION NAME _____

ADDRESS _____

PUBLIC ENTITY CONTACT _____

TITLE _____

OFFICE PHONE NUMBER _____

EMAIL ADDRESS _____

WEBSITE _____

Geographic Area of Filming Jurisdiction (i.e., town, city, county):

Is this a first-time application? Yes No

If not, what is the name of the previous Regional Film Partner Designee being replaced?

Section II. Proposed Regional Film Partner Information:

FILM COMMISSION NAME _____

NAME OF ENTITY (if applicable) _____

ADDRESS _____

NAME OF CONTACT _____

TITLE _____

OFFICE NUMBER _____ CELL NUMBER _____

EMAIL ADDRESS _____

WEBSITE _____

A. Office Structure / Services

1. Describe the type of office you operate, e.g., chamber, visitors bureau, city or county office or non-profit organization:

2. Describe the structure of your office, including reporting authority, board or council, and how policy decisions are made:

3. What are the hours of operation? _____

4. Is someone on your staff reachable after hours and/or on weekends?

Yes No

5. Describe the following services provided and note whether any fees are charged for these services. Please note how these fees relate to cost recovery.

Location scouting assistance: _____

Fee: Yes No

Liaison with industry facilities and services: _____

Fee: Yes No

Liaison to and among the community, production companies and government: _____

Fee: Yes No

Other fees? Describe: _____

Does any portion of any of the fees above represent an amount over and above the cost of providing the service? Yes No

If yes, identify each such fee and explain why the fee exceeds the actual cost _____

6. Does your office facilitate permitting? Yes No

If yes, describe: _____

7. Does your office issue film permits for the Applicant (Public Entity)? Yes No
8. Does your office have agreements to process permits for public entities other than Applicant? Yes No

If yes, list other entities: _____

B. Office Staff

1. Please list all office staff, including yourself.

NAME	TITLE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Does your office or any of its employees hold financial holdings in production companies, vendors, or service businesses that provide commercial products or services to film, television or commercial production companies?
 Yes No

If yes, please explain: _____

Section III. Designee Involvement (Optional)

This section is designed to help the CFC better provide services through the Regional Film Partnership.

1. Do you attend film industry markets, festivals, trade shows, conferences, etc.?
 Yes No

If yes, please identify which shows you attend: _____

2. Would you be interested in joining FLICS (Film Liaisons in California Statewide)?
 Yes No

3. What experience do you or your staff have in film production or film production troubleshooting and assistance? _____

Date Application Completed: _____

To be signed by an officer of the
PUBLIC ENTITY

Signature

Please Print Name

Title

Section IV. Other Information

1. **REQUIRED:** Attach the Public Entity’s formal resolution or endorsement designating its proposed Regional Film Partner (SEE SAMPLE ATTACHMENTS). Alternatively, a Letter from the head of the Jurisdiction (Mayor, City Manager, or equivalent) on official letterhead may be submitted in place of the resolution, endorsing the proposed Regional Film Partner and supporting its application.
2. **RECOMMENDED:** Attach a copy of the Public Entity’s current film ordinance or film policy. *If the Public Entity does not have a Film Ordinance, the CFC is available to help the entity develop one.*

ATTACHMENT

SAMPLE DESIGNEE ENDORSEMENT

CERTIFICATION OF PROPOSED REGIONAL FILM PARTNER DESIGNEE

Enter LEGAL NAME of APPLICANT PUBLIC ENTITY here

I hereby certify under penalty of perjury that I am the _____ [title] of _____ and am authorized to make this certification on its behalf. I further certify that the Proposed Regional Film Partner is eligible to become a Designee of the California Film Commission's (CFC) Regional Film Partnership and that the information provided by the Proposed Regional Film Partner in this application is accurate and complete. On behalf of the Proposed Regional Film Partner Designee, I certify that the owners, management, employees, contractors, volunteers and other agents of the Proposed Regional Film Partner have received and reviewed and agree to comply with the Requirements set out in the CFC Code of Responsibilities. The Proposed Regional Film Partner Designee agrees to immediately notify the CFC in writing if in the future the Proposed Regional Film Partner Designee no longer meets the eligibility criteria of the CFC endorsement to the partnership, or becomes aware of any breach by any of its owners, management, employees, contractors, volunteers or other agents of the Requirements set out in the CFC Code of Responsibilities.

Signature _____ Date _____

Title _____

For _____ [Name of Proposed Regional Film Partner]

ATTACHMENT
SAMPLE RESOLUTION
REGIONAL FILM PARTNERSHIP

Enter **LEGAL NAME** of **APPLICANT PUBLIC ENTITY** here

Resolution No. _____

Resolution of the [Enter applicant's legal name here] to provide [Enter name of proposed Regional Film Partner Designee here] with a formal designation to serve as its Regional Film Partner with the California Film Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the [Enter name of proposed Regional Film Partner Designee here] to act as its representative as the Regional Film Partner to the film industry in providing location services, and promoting the [Enter applicant's legal name here] as a film location, and that the Board agrees to lend its support to the efforts of [Enter name of Regional Film Partner Designee here] in promoting same.

BE IT FURTHER RESOLVED that this resolution shall remain in full force and effect until a resolution of the Board is adopted amending or rescinding this resolution.

PASSED AND ADOPTED by the following vote on this _____ day of _____, 20XX

Ayes _____ Nos _____ Absent _____

SECRETARY TO THE **insert name of body**