



Pike-San Isabel National Forests & Cimarron and Comanche National Grasslands

Checklist for Photo and Filming Request

This checklist will help to insure your request form will be complete and detailed.

- Make preliminary phone contact with the Forest Service as early as possible to obtain information and coordinate with appropriate contact. If an activity takes place within a ski area boundary, contact the ski area as well.
- Describe the needs and type of location desired for filming.
- Must submit a **completed SF-299**, a Commercial Filming Supplemental application and a map, a minimum of 10 working days prior to desired shoot for a minimal impact, short duration request and at least 30 days prior to desired shoot date for activities of longer duration and/or above minimal impact.
- List the number of people to be involved on location in the request for, as this pertains to the land use fee calculation.
- Provide a time schedule including dates and locations of operations, set-up and take down.
- List all vehicles, equipment, and other materials that will be used or transported.
- If the use of a drone will occur, a drone registration, remote pilot's license, and flight plan is required.
- Drone use, if authorized, will require day-of notifications as specified by the permit.
- Certificate of Insurance or copy of the policy, indemnifying the U.S. Government at the address of the district the primary filming/photography will occur on.
- Documents showing coordination between other parties, such as Location Agreements, permits necessary from County, Department of Transportation, private landowners or other permittees.
- Performance Bond or other acceptable methods of surety if required.
- All fees are due and payable, **prior** to filming.
- The permit, and the Financial Plan or Collection Agreement, must be signed by an authorized production company representative. Proof of authorization to execute documents by a location manager on behalf of the company must be provided.

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