

To Cast and Crew: You are guests and should treat locations, 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 Community: If you find this production company is not adhering to the Code Of Conduct, please contact Washington Filmworks (206) 264-0667.

1. Each cast and crew member will work to foster a safe work environment free from discriminatory treatment, policies and practices, especially as it relates to historically underrepresented communities.
 2. 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:
 - a. Name of company
 - b. Name of the production
 - c. Kind of production (e.g., feature film, movie of the week, TV pilot, etc.)
 - d. Type of activity and duration (i.e., times, dates, number of days, including pre-production, filming, and strike with wrap)
 - e. Company contacts (first assistant director, unit production manager, and location manager)
 - f. When permitting is required - Name and number of City or County Film Coordinator
 3. This Code of Conduct should be attached to the filming notification and distributed to the neighborhood.
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4. The company will comply at all times with the provisions of the filming permit.
 5. Every member of the cast and crew will keep noise levels as low as possible.
 6. Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than stipulated in the permit, and park one by one, turning off engines as soon as possible. Cast and crew shall observe designated parking areas as directed by the Locations Department.
 7. 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.
 8. No production vehicles should park in or block driveways without the express permission of the driveway owner.
 9. 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. Remember also to remove all signs posted to direct the company to the location.
 10. Removal, trimming, and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
 11. When a production pass identifying employees is issued, every member of the cast and crew shall wear it while at the location.
 12. Crew members shall not display signs, posters, or pictures on vehicles that reflect poor judgment.
 13. Articles of clothing that do not display common sense and good taste should not be worn by crew members. Shoes and shirts must be worn at all times, unless otherwise directed.
 14. 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
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during scheduled crew meals. All trash must be disposed of properly upon completion of the meal.

15. Whenever possible please use recyclable napkins, plates and coffee cups and use the proper receptacles for disposal and recycling. Please see the [Nikki Sherritt Environmental Best Practices for Green Filmmaking](#) for tips and tricks.
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. Do not trespass onto other neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
19. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the production.
20. Upon the completion of filming, the Location will be left in the same condition if not better than when the production arrived.

Thank you for your professionalism,

The Washington Filmworks Team

info@washingtonfilmworks.org

206-264-0667